

**ADJUNCT HIRING SHEET**

Date: \_\_\_\_\_

Emergency Hire Per AP 7120

Proposed Start Date: \_\_\_\_\_

**Semester:** \_\_\_ Fall \_\_\_ Spring \_\_\_ Intersession \_\_\_ Summer

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*EID # (If available)*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*City/State/Zip*

\_\_\_\_\_  
*Phone # (Message, Cell)*

\_\_\_\_\_  
*Email Address*

**Course(s) to be taught (List Course Title & Number):**

**Please Note: Lecture/Lab, Lab, Non Instructional, Coach or Sub.**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**FUNDING INFORMATION (FOAP Code)**

**Business Services Approval Initials      DATE**

(Forward to Human Resources after Approval order below)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_

**Please check box that all reference checks are attached in order for the Vice President to grant approval. To be completed by department prior to approvals.**

**All adjunct instructors are required to:**

- Undergo a Live Scan fingerprint background check (HR will provide necessary forms)
- Provide a valid social security card (for payroll purposes and valid employment identification (driver's license, social security card, passport, etc.))
- Provide a tuberculosis test valid within the past four years.

\*\*\*\*\*

**Approvals:**

1. \_\_\_\_\_  
**Division Dean/Director (Forward to VP)      Date**

2. \_\_\_\_\_  
**Vice President (Forward to Business Services)      Date**

3. **FOAP Initials above (If missing please send to Business Services)(Following Business Services Approval, forward to HR)**

**\*Employment forms will not be processed until an adjunct application packet has been completed.**

**Office Use Only:** Received: \_\_\_\_\_ Employment/Payroll forms completed: \_\_\_\_\_

Fingerprints scheduled: \_\_\_\_\_ TB Test received: \_\_\_\_\_ Reference checks attached \_\_\_ Yes

Rev. 11/14/2017

