



ANTELOPE VALLEY COLLEGE  
Office of Human Resources & Employee Relations  
**Adjunct Hiring Sheet**

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

**Adjunct Instructor Hired:**

Semester:  Fall  Spring  Intersession  Summer

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

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

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

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

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Message Phone*

**\*Application Completed:**  Yes  No

**Course(s) to be taught** (please name each course):

	<u>Days</u>	<u>Course Number/Hours</u>
1. _____	_____	_____ / _____
2. _____	_____	_____ / _____
3. _____	_____	_____ / _____
4. _____	_____	_____ / _____

<u>FUNDING INFORMATION (P/S-HRS 30-digit code)</u>	<u>FUNDING INFORMATION (FOAP Code)</u>	<u>Acctg Initials</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

*Please contact Human Resources at ext. 6311 for an appointment to process the necessary employment and payroll paperwork.*

**All adjunct instructors are required to:**

- *Undergo a Live Scan fingerprint background check (H/R 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*

**All reference checks must be attached in order for the Vice President to grant approval.**

Approved:

\_\_\_\_\_  
Division Dean/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

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

*Office Use Only*

Received: \_\_\_\_\_

Employment/Payroll forms completed: \_\_\_\_\_

Fingerprints scheduled:  Yes

TB Test received: \_\_\_\_\_

Reference checks attached  Yes