SEMINOLE COMMUNITY COLLEGE
Recommendation for Employment – Part-Time Instruction

Name (print): _____ _____ _____ Employee ID (if known):_____
Last First MI

Educational Degree (check one): ___ No Degree ___ Associates ___Bachelors ___ Masters ___ Doctorate

Course Type (circle one): College Prep♦♦College Credit♦♦Voc. Prep.♦♦Non-Credit Post Sec. Adult Voc.♦♦ AHS♦♦
Applied Music♦♦ Non-Credit Adult Ed.♦♦Voc. Supp.♦♦Lifelong Learning♦♦Leisure Time♦♦Contract Training

Detail Dept-Level Info:

Account Code: _____/_____/_____/_____/_____/_____/_____ Dept Description_____
Fund Program Department Class Location GL

Home Department #:_____ Home Dept. Description:_____

Effective Date:_____ Hourly Rate: $_____

Human Resources Only:

Pay Group: _____ Salary Plan/Grade: _____ Job Code: _____ Position No. _____ Empl Rec._____

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Approvals:

_____/_____ _____ _____ _____
Hiring Manager **ID** **Date** **Hiring Manager's Supervisor** **Date**

_____ _____
Vice President **Date**

Human Resources Only:

( ) Application
( ) Application Supplement
( ) Background Release Form
( ) Certified Transcripts-Bachelors
( ) Certified Transcripts – Masters
( ) Certified Transcripts – Associates
( ) Certified Transcripts-doctorate
( ) Credentials (if applicable)
( ) Immigration Form: I-9
( ) Licenses/Certifications
( ) Loyalty Oath
( ) Managed Care Acknowledgement
( ) Retirement Status Form
( ) Withholding Tax Form
( ) Work Experience Letters

Currently in System: ____Yes ____No Date:_____
Entered into System: _____ Date:_____ Board Action Date:_____
Initials

Comments:_____

copy to: Payroll