**PART-TIME PLACEMENT CHECK LIST – Faculty**

**No placements will be made until all applicant documents are received.**

|  |  |
| --- | --- |
| **Applicant’s Name:** | **Submit Date:** |
| **Department/Division:** | |
| **Contact/Extension:** | |
| **L #** *if known****:*** | |
| **Starting Term:** (circle one) **Fall Winter Spring Summer** | |

**Title of position & Classes being taught**

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**REQUIRED DOCUMENTS**

**Attach this form** (part-time placement checklist)

**Copy of Posting**

**Completed Application** (detailing months/years of experience, full-time/part-time work, how many hours per week)

**Transcripts are required** must show degree awarded & date, be readable, all post-secondary preferred, official preferred

Resume - **optional** (for additional detail, does not replace any section of the application, helpful)

Course Certification – **preferred** (must match posting minimum qualifications)

**Comments:**

(HR Office use only)

**Contract Step/Payroll Code:**

*Processing Notes:*Logged in

L# sent   
Notify Dept.   
Close log   
ISP

**Placement Information / Article(s)**

Human Resources Analyst Date

Additional Review(s): Date

Rev: 11/2013 lmc