



SOUTHERN UNION

STATE COMMUNITY COLLEGE

ADJUNCT / PART-TIME INFORMATION FORM

Are you currently employed or have you been employed within the last twelve months at an Alabama Community College System college other than Southern Union? Yes No

If yes, list the name of the College(s): _____

Course(s): _____

Credit hour(s): _____

Are you a member of the Alabama Retirement System? Yes No

Are you a retiree? Yes No

REQUIRED EMPLOYMENT FORMS FOR NEW HIRES

- Application for Employment
- W-4 Form (Employee's Withholding Allowance Certificate)
- A-4 Form (Employee's Withholding Exemption Certificate)
- I-9 Form (Employment Eligibility Verification)
 - Copy of Government IDs (See I-9 Form for eligible forms of ID)
- Drug Free Workplace Policy (Submit the signed form, keep the policy.)
- Harassment Policy (Submit the signed form, keep the policy.)
- Work Site Base/Policies and Procedures Manual Acknowledgment
- Background Check Consent Form
- Family Relationship Disclosure Form
- Alabama Ethics Law Training - Printed Certificate (<http://ethics.alabama.gov/education.aspx>)
- Job Description (Signed)
- Direct Deposit Form
- Official Transcripts (sent Directly to HR)

Please return completed forms to the Office of Human Resources. Failure to submit the forms will delay the employment and payroll process.

(Employee's Signature Required)

Date

(Printed Name)