



ADJUNCT APPROVAL FORM

The individual below is a potential candidate for adjunct faculty. An offer of employment may not be extended until successful completion of a criminal background check. Please have candidate complete the Background Check Authorization section and return to the Human Resources office.

BACKGROUND CHECK AUTHORIZATION

The undersigned hereby authorizes **North Central State College** (the "Prospective Employer") and/or **Schmidt Security Pro** and/or their affiliates to conduct whatever background checks, including, but not limited to, a search of previous employers, personal references, and records of arrest and conviction, as the Prospective Employer deems necessary to complete its review and investigation of the undersigned in connection with his/her prospective employment. The undersigned further releases the Prospective Employer from any and all liability, which may arise as a result of the disclosure of such records.

Social Security Number of Candidate

Name _____

Current Address _____

City, State, Zip _____

Home Phone _____

Work Phone _____

Cell Phone _____

E-mail Acct _____

Previous Address _____

City, State, Zip _____

Check preferred method(s) of contact: **Home** **Work** **Cell** **E-mail**

Education (Degrees & Certificates):

It is highly recommended that you use the College e-mail system to correspond with your students. Please indicate your preference:

- Yes** I wish to establish a College e-mail account
- No** I do not wish to establish a College e-mail account

Signature of Candidate

Date

TO BE COMPLETED BY PROGRAM DIRECTOR

Upon successful completion of a criminal background check, Human Resources will proceed with the hiring process in one of two ways as indicated by the Dean/Chair/Program Director. Please check one of the following options:

Human Resources shall send the candidate a memo indicating the College's intention to hire the individual and a "new hire" packet.

Human Resources shall provide the Dean/Chair/Program Director with a "new hire" packet. The Dean/Chair/Program Director will assume responsibility for contacting the candidate to hire and providing him/her with the "new hire" packet.

Courses to be taught: _____

Semester: _____

Year: _____

Signature of Dean/Chair/Program Director

Date