GEORGIA PERIMETER COLLEGE
PART-TIME FACULTY CHECKLIST

OFFICE

NAME: ________________________________________________________________

CAMPUS/DEPT: ________________________________________________________

___  1. Memo (from Dept. Chair/Coord. to the Dept. of Human Resources)

___  2. Interview Checklist/Writing Sample

___  3. Faculty Profile Form (Must be typed for permanent record)

___  4. Memorandum of Understanding (To be completed at initial hire, then once a year)

___  5. Three recent employment references – Written or telephone references (forms provided)

___  6. Employment Information:
   a. Drug Awareness Policy
   b. Training Information (“Right to Know”)
   c. Safety & Security Brochure

___  7. Completed Criminal History Check Consent form (Notarized)
   (Include copy of completed form stamped “Copy” in upper right-hand corner)

02/06
GEORGIA PERIMETER COLLEGE
PART-TIME FACULTY CHECKLIST
APPLICANT

NAME: ____________________________________________________________

CAMPUS/DEPT. ____________________________________________________

5. Complete Application

6. Vita/Resume’

7. Official transcripts of all college degrees (Transcripts are not considered official unless they show the date of graduation, credits and degree(s) received; transcripts “issued to student” are not considered official.) TRANSCRIPT REQUEST FORMS PROVIDED.

4. W-4 Federal Tax (W-4 Instructions for Nonresident Aliens)

5. G-4 State Tax

6. Direct Deposit Information

7. Security Questionnaire and Loyalty Oath (notarized twice)

8. Employment Eligibility Verification (I-9 with copies of supporting documentation)

9. Copy of Social Security Card (Social Security Card Requirements)

10. EEO/AAP Information Form

11. Georgia Defined Contribution Plan Enrollment Form (You may be exempt if you are an active/retired member of TRS or ERS. Proof of exemption is required.) Member Number: ____________
    Retirement Date: __/__/____ (if applicable)

12. Employment Information Sheet

13. “At Your Service” Information Sheet

14. Drug Free Awareness Policy Signature Sheet (signed)

15. Employee Information & Training Verification Form (signed)

16. Criminal History Consent form (Notarized)
    (Include copy of completed form, stamped “Copy” in upper right-hand corner)

IMPORTANT
PLEASE RETURN COMPLETED FORMS TO ACADEMIC DEPARTMENT

09/07