

**Adjunct New Hire**

NAME: \_\_\_\_\_

DEPT: \_\_\_\_\_

- \_\_\_\_\_ Adjunct Hiring Checklist
- \_\_\_\_\_ \*Adjunct Faculty Agreement (ePAF #)  
(Chair or Director sign)
- \_\_\_\_\_ \*Applicant Affirmation Form
- \_\_\_\_\_ \*I-9 Form ( Supporting documents)
- \_\_\_\_\_ \*Personal Data Sheet
- \_\_\_\_\_ \*W-4 Form (Copy of SS Card)
- \_\_\_\_\_ \*Direct Deposit Authorization Form  
(Attached voided check if applicable)
- \_\_\_\_\_ \*Notarized Loyalty Oath
- \_\_\_\_\_ \*Confidentiality Agreement
- \_\_\_\_\_ \*Employee Acknowledgment
- \_\_\_\_\_ Disclosure & Release of Info. Form
- \_\_\_\_\_ E-mail results (initialed by the Chair/Director)
- \_\_\_\_\_ Current Resume
- \_\_\_\_\_ Telephone Reference Check Form  
(w/1 letter if applicable)
- \_\_\_\_\_ AA20 (Dr. Frederick will sign)  
(Chair/Director initial by signature line)
- \_\_\_\_\_ AA20a (and AA20b if applicable)
- \_\_\_\_\_ Official Transcripts (stamped official)

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