



Faculty Credentials/Intent to Hire Form

(ALL original forms must be returned to the Human Resources Office for processing with required documentation attached. Incomplete packets will NOT be processed.)

Directions: Supervisor's should complete this form and bring the applicant to the Human Resources Office on the Birmingham Campus, Administration Building A (Room 103) or the Bessemer campus, Administration Building A (Room 101) to begin the official application process.

Prospective Employee: _____
First Name Last Name

Maiden Name: _____ Other Names Used: _____

Address: _____
City State Zip Code

Social Security Number: _____ Email Address: _____

Department: _____

Course(s) Eligible to Teach: _____

Direct Supervisor: _____

Part I: EDUCATION QUALIFICATION

List, from highest degree, certificate or diploma *earned* to lowest, all colleges/ universities you have attended or transferred from in order to complete the degree, certificate or diploma. **DO NOT LIST** degrees, certificates or diplomas that are unrelated to the position you are seeking. Also, **DO NOT** list degrees you are currently working towards but have not earned.

_____ Name of College/University	_____ Degree/ Certif. Diploma Earned	_____ Major (must be accurate)	_____ Year Earned
_____ Name of College/University	_____ Degree/ Certif. Diploma Earned	_____ Major (must be accurate)	_____ Year Earned
_____ Name of College/University	_____ Degree/ Certif. Diploma Earned	_____ Major (must be accurate)	_____ Year Earned

Part II: ADDITIONAL CREDIT HOURS (no degree earned):

_____ Name of College/University	_____ Degree/ Certif. Diploma Earned	_____ Major (must be accurate)	_____ Year Earned
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Part III: TRANSCRIPTS REQUEST:

ATTACH COPIES OF YOUR UNOFFICIAL TRANSCRIPTS TO THIS FORM. Failure to attach unofficial transcripts will delay the application process.

Part IV: LICENSES AND CERTIFICATIONS REQUEST:

PLEASE ATTACH COPIES OF LICENSE(S) AND CERTIFICATION(S) TO THIS FORM.

License/ Certification Type: _____ Discipline/Field: _____

License # (if applicable): _____ Expiration Date: _____

Part V: ELIGIBILITY TEST (check all that apply):

___ The applicant has a ___ Doctorate degree ___ Specialist degree ___ Masters degree ___ Bachelors Degree ___ Certification ___ Diploma ___ Work experience in the exact field in which he/she is requesting to teach. (Work experience requires a Letter(s) from previous employer(s) where experience was obtained)

___ The applicant has 18 graduate hours in the exact field in which he/she is requesting to teach. *The 18 graduate hours must appear on your transcript in the field of study in which you have applied.*

How many years of field experience does the applicant have if applying for a Career Technical teaching position? ___

*My signature below verifies, I understand **ALL official transcripts** must be submitted (unopened) or mailed to Mrs. Janice McGee, the Director of Human Resources **within 14-business days (from hire date)**. My failure to comply with this requirement renders my contract null/void. **I also understand my employment is contingent upon receiving a clear background check.***

Applicant Signature _____ **Date:** _____

The applicant credentials _____ **meets** _____ **does not meet** the requirement(s) to teach in the above position(s). His/Her employment is expected to begin on _____, _____, 20_____.

My signature below indicates the above applicant is approved and meets the requirements for new hire processing.

Supervisor _____ **Date:** _____

INTERNAL OFFICE USE ONLY

Approved: _____ **Date:** _____
Department Chair

Approved: _____ **Date:** _____
Associate Dean

Approved: _____ **Date:** _____
Academic Dean/Career Technical Dean

___ Qualified ___ Not Qualified ___ Incomplete Packet

Approved: _____, Vice President of Instruction