

**Instructor Information Sheet**

*(Applicant, please fill out this section and forward to Department Chair. All paperwork is due before teaching begins.)*

Date: Click here to enter a date. For Semester: Choose an item. Year: Click here to enter text.

School: Choose an item.
Instructional Department/Division: Agriculture
Title: Choose an item. Name: Click here to enter text.
Address: Click here to enter text.
City: Click here to enter text. State: Click here to enter text. Zip Code: Click here to enter text. Home Phone: Click here to enter text. Cell Phone: Click here to enter text.
Email Address: Click here to enter text.
Emergency Contact: Name and Phone Number

**Check Sheet**

***(to be completed by appropriate Department/Division Chair)***

[ ]  Approval by department or division chair

[ ]  Approval by Dean of Faculty

**Human Resources**

[ ]  Chair should:

 1. Send an email to vdscoggins@nwosu.edu and cc: clellis@nwosu.edu with the applicant’s name and email address

2. let the applicant know that they will be receiving an email from customerservice@choicescreening.com with subject line as NWOSU Background Screening Invite - Action Required.   The email will inform them what they will need to do.

[ ]  Applicant should:

Submit payroll paperwork to Human Resources (Herod Hall, Room 102).

**Dean’s Office**

 *Submit the following items to Angelia Case in RH 211:*

[ ]  Resume

[ ]  Faculty Qualifications Policy Checklist with copy of official transcript