Section 2



**Workforce Training and Continuing Education**

Section 1

Workforce Training Instructor Application. *Payroll*

Academy Lifelong Learning Instructor Application. *Contract*

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| **APPLICANT INFORMATION** |
| Applicant Name: |  Last First Middle |
| Phone Number: |  |
| Email Address: |  |
|  |  |
| Course #: |  |
| Class Name: |  |
| Start Date: |  |
| End Date: |  |

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| **INSTRUCTOR AGREEMENT** |
| I understand and agree that my employment as indicated above is for a non-benefit eligible part-time instructor position and the pay rate is in accordance with the College pay rate guidelines. It isand agreed that (1) TSC does not guarantee any assignments resulting from schedule changes or lowstudent enrollment, (2) Employment is “at will” and may be terminated at any time with or without cause, (3) There is no implied expectation on my part that I will be hired in the future by TSC. |
| **Please check one of the following:** |
| I am working as an instructor within TSC during this assignment.* **I am working for another division within TSC during this assignment (HR Approval and Request to Hire attached)**
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## Applicant Signature Date

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|  **FOR BUDGET USE ONLY** Department Name:\_\_\_\_\_\_\_\_ Program Name: Budgeted Salary: $ Cost Center: GL Account: - - - - Projected # of hours to be worked: Date: * Pay Semi-Monthly ☐ Pay End of Project

Budget Verification Signature:Rate of pay: $ Project End Date: Explain: |
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| **APPROVALS** |
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| Associate Vice President of WCTE | Date |
| Human Resources Signature (including EEO Review) | Date |

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| --- | --- |
| ☐ | I affirm that this recommendation does not conflict with College district policies Regarding nepotism and/or Supervisory capacity. |
| ☐ | This applicant is currently a TSC employee. |

**FOR HR USE ONLY:** ☐ Official Transcripts if applicable ☐ Criminal Background (CBC)

The College District prohibits discrimination, including harassment against any employee on the basis of race, color, religion, gender, national origin, age, disability or any other basis prohibited by law.