



# Academy of Life Long Learning Application

Section 1

APPLICANT INFORMATION	
Applicant Name:	_____
	<div style="display: flex; justify-content: space-between; width: 100%;"> <span>Last</span> <span>First</span> <span>Middle</span> </div>
Phone Number:	_____
Email Address:	_____
Emp. ID or last 4 digits of SSN:	_____
Course #:	_____
Class Name:	_____
Start Date:	_____
End Date:	_____

Section 2

INSTRUCTOR AGREEMENT	
<p>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 is and agreed that (1) TSC does not guarantee any assignments resulting from schedule changes or low student 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.</p>	
<p><b>Please check one of the following:</b></p>	
<p><input type="checkbox"/> I am working as an instructor within TSC during this assignment.</p> <p><input type="checkbox"/> I am working for another division within TSC during this assignment (HR Approval and Request to Hire attached)</p>	

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Section 3

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 4

**APPROVALS**

- 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.

Associate Vice President of WCTE      Date

Human Resources Signature (including EEO Review)      Date

**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.*