

# Academy of Life Long Learning Application Instructions

This is the official form used for hiring purposes for Academy of Life Long Learning Instructors. This form should be completed by the applicant and given to the Associate Vice President of WTCE.

Instructor Applications should be routed to Human Resources by the Associate Vice President of WTCE for processing after completion. Please contact Human Resources at (956) 295-3777 with questions about the completion of this form.

## Detailed Instructions

Section 1

<b>For new and current employees please fill out all boxes in the APPLICANT INFORMATION section. The definitions are as follows:</b>	
Applicant Name	Applicant's official name.
Phone Number	Applicant's contact phone number.
Email Address	Applicant's personal email address.
Employee ID or last 4 digits of SSN	FOR EXISTING EMPLOYEES ONLY – the number assigned by Colleague/Human Resources; for non-employees use the last 4 digits of social security number.
Course #	Number of the course assigned.
Class Name	Name of class assigned.
Start Date	Official first day of class.
End Date	Official last day of class.

Section 2

<b>Please fill out all boxes in the INSTRUCTOR AGREEMENT section. The definitions are as follows:</b>	
Check one of the boxes	Check the box that applies to the applicant.

Section 3

<b>FOR BUDGET USE ONLY</b>	
<b>Human Resources is responsible for routing the Instructor Application (IA) form to the Finance office for completion. The definitions are as follows:</b>	
Department Name	Name of Department.
Program Name	Name of Program.
Budgeted Salary	Salary budgeted for this position.
Cost Center	Cost Center money will be allocated from.
GL Account	GL Account assigned to pay instructor.
Projected # of hours to be worked	Projected hours that instructor will work.
Date	Date of approval from budget.
Payment Method	Choose how instructor will be paid: semi-monthly or pay end of project.
Budget Verification Signature	Signature of approval for available funds.
Rate of Pay	Hourly rate of pay for instructor.
Project End Date	Projected end date for instructor.
Explain	Make notes if payment method is different than Semi-monthly or Pay End of Project.

Section 4

**APPROVALS**

Official Signatures	Associate Vice President of WTCE must check the nepotism affirmation box, sign and route application to the Human Resources office.
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