



Workforce Training & Continuing Education Application

Section 1

APPLICANT INFORMATION	
Applicant Name:	<div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; width: 100%;"> Last First Middle </div>
Phone Number:	
Address:	
City, State, Zip Code:	
Email Address:	
Social Security Number:	
Date of Birth:	
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. I hereby certify that all information provided by me on this form is true, complete, and correct. I understand that any false statements made herein may void my application.</p>	
<p>Please check one of the following:</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.