



ADJUNCT PERSONNEL RECORD

Identifying personal information is treated confidentially.

Name (required)	
Name: _____	HU Employee ID #: _____
Date of Hire: _____ Date of Birth: _____	COAS USE ONLY: <input type="checkbox"/> New Hire <input type="checkbox"/> Returning Adjunct <input type="checkbox"/> Toppenish Campus <input type="checkbox"/> Regional Site: _____ Starting Semester _____ Yr.: 20____

Address (please print CLEARLY)			
Home street address _____			
City: _____	State: _____	Zip: _____	County: _____
Home phone: _____	Other phone: _____	Email: _____	
Emergency contact person: _____		Relationship: _____	
Contact's phone: _____			

ADDITIONAL INFORMATION NEEDED
1.) What terminal degree do you have? <input type="checkbox"/> B.A. <input type="checkbox"/> M.Ed. <input type="checkbox"/> Doctorate, please order an official transcripts showing your highest degree and have it mailed to Melissa Sanchez's attention. 2.) How many years' experience teaching in Public Schools? _____ 3.) How many years' experience teaching in Colleges? _____
REMARKS
_____ _____ _____ _____

If not teaching on-campus, please deliver forms to the nearest Regional Site.

If teaching on-campus, please deliver forms to Melissa Sanchez in the Arts & Sciences building. If any questions, call (509) 865-8551

Heritage University
3240 Fort Road
Toppenish, WA 98948

Statement of Release: I hereby authorize release of any information other than salary to anyone who may call for employment verification.	
SIGNATURE: _____	DATE: _____