

COAHOMA COMMUNITY COLLEGE

REQUEST TO HIRE ADJUNCT FACULTY ONLY

This form **MUST** be submitted to the Human Resources Office **BEFORE** employee begin work. Attach original application with all required attachments (i.e., resumes and official transcripts). Failure to complete request to hire form in a timely manner may result in the employee not meeting the payroll deadline.

Name		Date	
Social Security Number		Position	
Start Date	Ending Date	Salary/Semester	Amount/Month
Fund/Account Number		Site Location	

On or before the third day of employment, the employee must have filled out the following:

1. **W-4 Form**
2. **State Withholding Form**
3. **State of Mississippi State Directory of New Hires Form**
4. **I-9 Form (Drivers License, Social Security Card and/or Birth Certificate must be attached)**
5. **Job Application (Resumé, official transcript must be attached)**
6. **Drug Free Workplace Form**

Supervisor

Dean/Director

Business Manager

President