

## Continuing Education Board Packet Check-Off List

- ACCD Application for Employment [PeopleLink]
  - Statement of Qualifications (SOQ) Application - Notarized  
(Professional/Technical applications only)
  - Department of Homeland Security (Form I-9) [Applicant should only complete section 1]  
(Acceptable documents on the back of the Form I-9)
  - W-4
  - Sexual Harassment Form
  - Criminal History Check Form
  - Authorization to Check Driver's Record Form
  - Personal Data Information & Texas Government Code Section 552.024/Public Access Option Form
  - Employee Emergency Contact Information Form
  - TRS-Information
  - All Official (original) Degree Transcripts (Undergraduate & Graduate).  
To include any certifications that qualify applicant for position.
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### TO BE COMPLETED BY CE DEPARTMENT:

- CE Instructor Salary Placement Form
- Action on Adjunct Faculty Applicant (Memo)

Statement of Qualifications Approval

Election of Adjunct Faculty/CE Training Network Memo