Mesa Community College
Human Resources Referral Form
Credit – Instructional

Adjunct Faculty, Hourly Adjunct Faculty, Adjunct Service Faculty, Substitutes, Dual Enrollment and Educational Services Agreement Instructors

Department Information:

Department

Department Chair or Designee

Individual Information:

(LAST name, FIRST name - Middle initial or name)

Prior MCCCD Work Experience:
Has this individual previously worked at any location in the Maricopa Community College District? ☐ Yes* -or- ☐ No
If Yes, list location(s):

(*If currently employed at any MCCCD location, check employee type:

☐ FT Fac ☐ MAT ☐ PSA/M&O/Crafts/Safety ☐ Adjunct Fac ☐ Temporary or Student
☐ Other:

Note: Please check with the MCC Human Resources department before hiring a current MCCCD employee for an additional work assignment. Federal and/or State law and/or MCCCD/MCC policies may affect eligibility for additional work assignments

Work Assignment Information and Department Chair Certification:

The individual listed above is recommended for temporary assignment as:

Check (☐) One: Instructor to be Paid by MCCCD: (Must complete paperwork at MCC HR Department**)

☐ Adjunct Faculty (including Adjunct Service Faculty & Hourly Adjunct Faculty)

☐ Substitute

☐ Adjunct Faculty in a Clinical Setting

Background - ☐ Yes ☐ No

Drug Screen - ☐ Yes ☐ No

-OR-

Check (☐) One: Instructor not to be Paid by MCCCD:

☐ Dual Enrollment Instructor

High School: __________________________

☐ Educational Services Agreement Instructor

Program: __________________________

beginning (start date or start term & year): __________________________

to teach (discipline or course prefix & number): __________________________

Based on my evaluation of the above individual’s work related qualifications and academic credentials, I am recommending him/her for part-time instructor to teach a credit class in the status indicated above, subject to verification of compliance with relevant laws and policies, and pending final approval by the MCC Administration. I understand that individuals recommended for hire as MCCCD employees are not permitted to begin working prior to completing all required new employee hiring paperwork, including Federal Form I-9 (Employment Eligibility Verification).

Signature of Department Chair

Date

Department Chairs: Please follow up with individuals referred as instructors to insure that all documentation required for completion of Adjunct Faculty or Instructor file has been received by the MCC Human Resources Department. Please verify instructor assignments (including correct class number(s), load(s), and assignment types) in the Class Schedule in SIS.

Please complete Part-Time Instructor Human Resources Referral Form for:

- Adjunct Faculty, Hourly Adjunct Faculty, Adjunct Service Faculty, and Substitutes;
- Dual Enrollment Instructors;
- Educational Services Agreement Instructors even if the instructor will not be assigned in SIS.

All credit instructors are entered into HRMS to enable access to MCCCD systems, including SIS, District email, WebCT/Blackboard, and FERPA online tutorial/disclosure.

MCC HR Forms 05/10/13
Please reproduce this form on pastel lilac paper only.

Referral Form completed and signed by the department chair or manager is required for new or former non-instructional worker to receive “new hire packet” or other hiring paperwork from MCC Human Resources Department.
## Who must complete the I-9 Form?

- **Newly hired employees** must complete Federal Form I-9.
- **Former employees** must re-verify, update, or complete a new I-9.
- **Current employees** whose previous employment authorization has expired, who are eligible to work under a new employment authorization must, re-verify, update, or complete a new I-9.

## To complete Federal Form I-9 (Employment Eligibility Verification):

- bring one document from List A or
- bring two documents—one from List B and one from List C

You may not begin working prior to completing the I-9 Form. To complete Federal Form I-9, please bring your documents in person to the MCC HR Dept. Original, unexpired documents are required.

### LIST A - Documents that Establish Both Identity and Employment Authorization:

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of status, a foreign passport and Form I-94 or Form I-94A that has the same name as the passport and an endorsement of the alien's nonimmigrant status as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

### LIST B - Documents that Establish Identity:

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card (with photo, for employers participating in E-verify)
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

**For persons under age 18 who are unable to present a document listed above:**

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

### LIST C - Documents that Establish Employment Authorization:

1. Social Security Account Number card unless the card includes one of the following restrictions: 1-Not Valid For Employment, 2-Valid for Work Only With INS Authorization, 3- Valid for Work Only With DHS Authorization)
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security