

DUAL ENROLLMENT
INTENT TO HIRE
(NEW HIRE)

_____, _____ is to be hired as a Dual
(Full Name) (SSN)

Enrollment instructor to teach in the _____ department

during the Fall/ Spring/ SSI/ SSII/ SSIII/ Mini-mester semester _____. He/she
(Circle One) (Year)

will be located at _____ HS/ISD. The prospective

employee has been advised that he/she is required to report to the Office of Human Resources to complete new-hire paperwork **before** the first class day. According to board policy #4152, the Office of Human Resources must also receive official transcripts **prior** to the start of his/her work assignment.

Course assigned: _____

(Program Chair)

(Date)

(Division Dean)

(Date)

Please fax or inter-campus mail this completed form. Before sending the prospective employee to fill out new-hire paperwork, a credential review form must be signed by both the Program Chair and Division Dean, the three work reference checks must be submitted. The Office of Human Resources must receive the request documents BEFORE an employee will be authorized to work.