



Adjunct Application Status

Verification of minimum qualifications is required. Please attach California Community College Minimum Qualifications to Adjunct Application Status form.

Name of Applicant: _____ Date: _____

Department: _____ Contact: _____ Ext: _____

HOLD - Application to be held for 12 months from date noted above – Forward to Kathren Pritchard – HR Hiring Department.

INTERVIEWED/UNSUCCESSFUL – Applicant does not meet departmental need. NOTE: HR will inform applicant of their status. Application will be destroyed. – Forward to Kathren Pritchard – HR Hiring Department.

REJECT – We do NOT intend to interview this person; does not meet minimum qualifications or equivalency. NOTE: HR will inform applicant of their status. Application will be destroyed. – Forward to Kathren Pritchard – HR Hiring Department.

HIRED – Applicant is being hired. Send application with this approved routing form to HR Operations.

Discipline: _____ Class Assignment: _____

Account Number: _____ Semester Assignment: _____

Minimum Qualifications have been verified and attached are California Community College Minimum Qualifications.

*It is the responsibility of the hiring division to verify Minimum Qualifications against the California Community College Minimum Qualifications.

Dean Approval/Signature: _____ Date: _____

Vice President or President Signature: _____ Date: _____

For HR Purposes Only:

Copy to VCHR for Personnel Board Agenda Item. Date: _____