

INTENT TO HIRE

Please provide the following information to the Human Resource Office for all part-time Hourly, part-time Faculty, or Student employees you intend to hire.

Employee Name: _____

Employee's Email Address: _____

New position title: _____ **Employment Dates:** _____ **to** _____

Type of Employee:

- Student (carrying 5 credit hours or more) International Student
 Hourly Part-time Faculty

System Access:

Will this employee need a pencil email address? Yes No

Will this employee need computer/system access? Yes No

Criminal background checks will be completed if you answer "yes" to either of the questions below to ensure compliance with the College policy on background checks. Please answer both questions.

Will this position have unsupervised access to children under sixteen years of age or developmentally disabled persons or vulnerable adults during the regular course of employment or involvement with the College? (RCW 43.43.830)

Yes No

Positions with financial oversight, cash and receivable responsibilities, access to personal identity information on employees or students, and positions in information technology, maintenance, custodial services, and security require background checks. (RCW 10.97.050) Does this position meet the position or department qualifiers stated above?

Yes No

For part-time hourly employee positions only:

Please respond to the following questions to assist us in determining this employee's eligibility for participation in a state retirement program.

1. Is this position new or existing? New Existing If existing, position formerly held by: _____
2. Does this position ever require at least 70 hours of compensated employment in a month?
No Yes
3. Does this position require at least 5 months of 70 or more hours of compensated employment per month during a 12-month period? No Yes
4. If this is a new position, is the position expected to require at least 5 months of at least 70 hours for two consecutive years?
No Yes

Please respond to the following questions to assist us in determining this employee's eligibility for participation in state Health Benefits.

5. Does this position require at least 480 hours in a consecutive 6 months period? No Yes

Supervisor Signature: _____