DMACC
DES MOINES AREA COMMUNITY COLLEGE

Request for Adjunct, Temporary or Student Employee

Applicant Last Name _____ First Name _____ Middle Name or Initial _____

☐ Temporary ☐ Student ☐ Work Study* ☐ Adjunct (Hourly) (PAN/Non-Cr Inst Input) ☐ Adjunct (All Other) (Courses assigned CRN)

*Ankeny departments should contact Student Employment for assistance in hiring work study students

This employee will:

☐ Have access to keys

☐ Have access to cash or equipment

☐ Have contact with children

☐ Be expected to drive/operate a DMACC vehicle

☐ Have access to confidential information (e.g. Banner, student and personnel files)

What level of supervision is provided for this position? (Please check the appropriate descriptive statement.)

☐ Closely supervised by a DMACC employee

☐ Moderate supervision (DMACC supervisor within sight)

☐ Minimal supervision (DMACC employee checks in and out with supervisor but does not work in the same area)

_____ _____ _____ _____

Supervisor/Authorized Signature | Printed Name | Ext # | Date

Dept. Name or Campus _____ Timekeeper_____ Dept. Org. Code _____

For HR Use Only:

Result of Criminal Background Check: Was Employment Approved? ☐ Yes ☐ No _____ _____

Date | HR Initials

Date Sex Offender Check Completed _____ Date Data Entered into Banner_____