

BLUE RIDGE COMMUNITY COLLEGE  
180 West Campus Drive • Flat Rock, North Carolina 28731-9624  
Flat Rock Campus (828) 694-1700 •

New Hire Forms for Adjunct Instructors and Part-time Non-instructional Employees

**PLEASE BE MINDFUL:** *The following list of forms and information is required to be completed and / or submitted for all new hire Adjunct Instructors and / or Part-time Non-instructional Employees. All documentation needs to be verified and processed by the Authorized Division representative and returned to the Human Resources Department.*

\_\_\_\_\_ / \_\_\_\_\_  
**Part-time new-hire name as on Social Security Card**

- \_\_\_ Blue Ridge Community College Application (**online through People Admin**)
- \_\_\_ \*Official College Transcripts for all degrees applicable to position (**\*as required by job description**)
- \_\_\_ \*Faculty Competency Form (**\*as required**)
- \_\_\_ Personnel Data Form
- \_\_\_ Direct Deposit Form
- \_\_\_ I-9 Employment Eligibility Verification & E-verify
- \_\_\_ W-4 Federal Tax Withholding
- \_\_\_ NC-4 North Carolina Withholding
- \_\_\_ Form ESRR - Certifying Employee Status Under Reemployment Laws
- \_\_\_ MarketPlace Disclosure Statement (**for Affordable Care Act**)
- \_\_\_ Part Time Employment Agreement (**for non-instructional employees**)
- \_\_\_ TSR Terms & Conditions (**signature required**)

All new hire Adjunct Instructors and / or Part-time Non-instructional Employees are required to complete the following New Employee Orientation (online).

\_\_\_\_\_ / \_\_\_\_\_  
New Hire and Employee Essentials Course ([www.blueridge.edu/humanresources](http://www.blueridge.edu/humanresources))  
*Initials*

\_\_\_\_\_ / \_\_\_\_\_  
Designated Assistant  
(Legible Signature / Date)

\_\_\_\_\_ / \_\_\_\_\_  
New Hire  
(Legible Signature / Date)

\_\_\_\_\_ / \_\_\_\_\_  
HR Representative  
(Print / Date entered into Data System)