

**INSTRUCTOR
PAPERWORK CHECKLIST**

All items listed below must be complete and on file in the Human Resources. Turn in forms to your Dean or the Human Resources Office. The Human Resources is located on the first floor of Balsam Center.

- _____ SCC Application for Employment

- _____ A complete set of **OFFICIAL** college/university transcripts, both graduate and undergraduate. Have transcripts sent directly to the Human Resources Office.

Human Services Office
Southwestern Community College
447 College Drive
Sylva, NC 28779

- _____ Licenses, Certificates, Credentials as appropriate.

- _____ Completed I-9 Form

- _____ Work permits/Visa/Immigration forms for non-U.S. citizens.

- _____ Withholding forms: W-4 and NC-4

- _____ Statement of Selective Service Registration Compliance Form (enclosed in Application)

- _____ Signed Drug-Free Form

- _____ Criminal Background Check