# NEW OFF SITE INSTRUCTOR INFO SHEET

# (OCC, TC3, SCCC, BOCES & HIGH SCHOOLS)

**Adjunct Instructor**: Please **print** and give this information to your Hiring Manager so that they can have your ID assigned and Delhi accounts set up. Attach resume/vita. **Incomplete info sheets will not be accepted.**

**LAST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FIRST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MI: \_\_\_\_\_**

**DATE OF BIRTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S.S. #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE: HOME: (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OTHER: (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**U.S. CITIZEN: Yes / No. HIGHEST DEGREE EARNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INSTITUTION WHERE DEGREE EARNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-MAIL ADDRESS (**UNTIL SET UP WITH DELHI ADDRESS**): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DO YOU WORK FOR ANOTHER STATE AGENCY? IF YES, WHICH ONE? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Hiring Manager – please complete the section below – once complete scan and email along with a copy of the resume/vita to [dibbleam@delhi.edu](mailto:dibbleam@delhi.edu) and [elwellja@delhi.edu](mailto:elwellja@delhi.edu).

**DEPARTMENT: SUBJECT AREA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SEMESTER TO BEGIN: \_\_\_\_\_\_\_\_\_\_\_\_\_ NUMBER OF COURSES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Once completed please scan and email along with a copy of resume.*

* **DATE SET-UP REQUEST SENT TO PROVOST SECRETARY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **DELHI 800 NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(***Issued by Provost’s Office)*

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* **DATE USER ACCOUNT REQUESTED (attach copy of request): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **DATE USER ACCOUNT VERIFIED (attach copy of e-mail): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **DATE CONTRACT TO PROVOST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **INSTRUCTOR NOTIFIED/GIVEN (as applicable):**

**\_\_\_ COURSE OUTLINE \_\_\_ INSTRUCTOR MANUAL**

**\_\_\_ 800# - for ID card,**

**Webmail and Windows username, and Bronco Web user ID**

**\_\_\_ PIN# - Bronco Web (goatpad) \_\_\_ Username for WINDOWS logon & WEBMAIL**

**\_\_\_ DELHI WEBMAIL INSTRUCTIONS ATTACHMENT**

**\_\_\_ OFFICE LOCATION & PHONE \_\_\_ KEYS READY**

**\_\_\_ PHONE PINS READY \_\_\_ MAILBOX**