



# **GREENVILLE COUNTY SCHOOL DISTRICT**

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## **GUIDELINES AND APPLICATION for EMPLOYMENT of ADJUNCT MUSIC INSTRUCTORS**

## **GUIDELINES for EMPLOYMENT of ADJUNCT INSTRUCTORS/COACHES**

Schools are allowed to employ non-traditional, part-time "Adjunct" coaches and instructors. "Adjunct" personnel are not regular, full-time employees of the district. They are hired specifically to coach or instruct on a part-time basis. The below guidelines are to be followed for proper employment. NOTE: Substitute teachers OR less than half-time employees who coach are categorized as "Adjunct" and must go through the same process as below.

### **GCS Policies:**

Adjunct coaches/instructors employed by the district will be subject to its policies and rules in the performance of their coaching duties (IDFA-R, GBA-P, R). The Principal should explain these policies and rules to the adjunct coach/instructor prior to the person assuming his/her duties.

### **Interview with the Principal**

Adjunct coaches/instructors MUST be interviewed by the principal. The director or department head hiring the adjunct person must make certain this interview takes place.

**The Following Forms MUST be sent to Bradley Wingate to start the employment process.**

- Request for Employment Form.
- Application
- Background Check Forms (2 pages)
- Authorization to Serve as Adjunct Music Instructor

After the forms above are received, the applicant will be called to come to the Human Resources Department Orientation Program. The applicant is to show up at the orientation with his/her social security card, a voided personal check (or an authorization for direct deposit letter on your bank's letterhead with routing number), TB test results (mandatory to turn in before you will be allowed to work) and other identification information per I9 requirements.

**IMPORTANT: No person is allowed to begin their duties with students until their application has been processed and approved by HR, the person has passed a background check, attended district orientation, TB test results have been submitted and an employee ID number has been issued by HR.**

## Application for Adjunct Music Instructor

PERSONAL INFORMATION	Last Name	First Name	Middle Initial	Date of Application
	Street Address			Birth Date
	City Code	State	Zip	Home Phone
	Email Address			Work Phone
	School Site Applying to:	Specific Position Applying for:		Cell Phone
	In Case of Emergency, please notify:			
	Name: _____			
Address: _____				
Phone #1: _____ Phone #2: _____				

ACADEMIC INFORMATION	<p>Have you ever been convicted of anything, including traffic violations other than “minor traffic violations”? Please note: DUI and DWI convictions are not considered as “minor”. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, explain:</p>		
	<p>Academic Preparation:</p> <p style="text-align: center;"> <input type="checkbox"/> High School                <input type="checkbox"/> 1 Yr. College                <input type="checkbox"/> 2 Yr. College                <input type="checkbox"/> 3 Yr. College                <input type="checkbox"/> College Graduate           </p>		
	<p>High School: _____ Dates: _____</p>		
	<p>College: _____ Dates: _____ Degree: _____</p> <p>College: _____ Dates: _____ Degree: _____</p> <p>College: _____ Dates: _____ Degree: _____</p> <p>College: _____ Dates: _____ Degree: _____</p>		

## Application for Adjunct Instructor or Coach (Continued)

<b>WORK EXPERIENCE</b>	<b>1</b>	Employer	City/County	State	Dates of Employment
		Kind of Work	Reason for Change		Name of Supervisor
	<b>2</b>	Employer	City/County	State	Dates of Employment
		Kind of Work	Reason for Change		Name of Supervisor
	<b>3</b>	Employer	City/County	State	Dates of Employment
		Kind of Work	Reason for Change		Name of Supervisor

<b>REFERENCES</b>		Name of Reference	Position/Relationship	Mailing Address & Email Address (if known)	Phone Number	
	<b>1</b>					
	<b>2</b>					
	<b>3</b>					

<b>SIGNATURE</b>	<p>My signature below indicates that I have completed this application for employment accurately and truthfully. I understand that misrepresentation of factual information is cause for dismissal should I be employed by Greenville County Schools.</p>
	<p>By my signature, I authorize Greenville County Schools to ask for and obtain from each former or present employer, person, firm, or corporation given as reference any and all information sought in connection with this application. I also authorize any former employer, person, firm, or corporation from who such information is requested to supply Greenville County Schools with information concerning me, my work habits, character, skill, and actions in any transaction.</p> <p style="text-align: right;">Signature: _____</p>

S. C. Law prohibits employment of applicants who have defaulted on student loans unless they can prove that satisfactory arrangements have been made for payment. Greenville County Schools complies with Section 59-26-40 of the South Carolina Code of Laws, which states: "Prior to initial employment of an adjunct instructor/coach, the local district shall request a criminal record history from The South Carolina Law Enforcement Division for past convictions of any crime listed in Chapter 3 of Title 16, offenses Against the Person, any crime listed in Chapter 15 of Title 16, Offenses Against Morality and Decency, and for the crime of contributing to the delinquency of a minor, contained in Section 16-17-490."

## **GREENVILLE COUNTY SCHOOL DISTRICT CONSUMER AUTHORIZATION AND RELEASE**

In connection with GREENVILLE COUNTY SCHOOL DISTRICT considering me for employment, continued employment, promotion or reassignment, I authorize GREENVILLE COUNTY SCHOOL DISTRICT and or its agent, ACCUFAX Div., Southvest Inc. to obtain a consumer report, criminal background check report, investigative consumer report which may include information on my character, general reputation, personal characteristics, and mode of living from public record sources or through personal interviews with previous employers or associates.

I authorize, without reservation, any person or entity contacted by GREENVILLE COUNTY SCHOOL DISTRICT, or its agent, ACCUFAX Div., Southvest Inc. to furnish the above-stated information, and I release any such person or entity from any and all liability for furnishing such information. I further release GREENVILLE COUNTY SCHOOL DISTRICT, its affiliated companies, their officers, employees and agents, and specifically, ACCUFAX Div., Southvest Inc., their affiliated companies, their officers, employees and agents from any liability and responsibility arising from the preparation of said report. I understand that false or misleading statements made on this authorization, or made during the employment process, will disqualify me from consideration for employment or result in my immediate discharge if employed.

By my execution hereof I acknowledge I have been provided with a separate Consumer Disclosure advising me that a report will be requested and used for the purpose of evaluating me for employment, continued employment, promotion, or reassignment as an employee.

PLEASE PRINT (Use Blue or Black Ink)

Requested by: 8643553974

FULL LEGAL NAME \_\_\_\_\_ DOB \* \_\_\_\_\_ SS# \_\_\_\_\_

OTHER NAMES USED \_\_\_\_\_

Name exactly as it appears on Drivers License \_\_\_\_\_

CURR. ADDR. \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ CO \_\_\_\_\_ ZIP \_\_\_\_\_ HOW LONG \_\_\_\_\_

PREV. ADDR. \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ CO \_\_\_\_\_ ZIP \_\_\_\_\_ HOW LONG \_\_\_\_\_

PREV. ADDR. \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ CO \_\_\_\_\_ ZIP \_\_\_\_\_ HOW LONG \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

LIST ALL CITY/STATES RESIDED IN SINCE AGE 18 AND HOW LONG IN EACH CITY/STATE:

\_\_\_\_\_

**\*\*Date of Birth\*\* (DOB) or \*\*Age\*\* will be used solely for the purpose of identification in doing background checks and will not be considered or used for any other purpose.**

**GREENVILLE COUNTY SCHOOL DISTRICT  
CONSUMER AUTHORIZATION AND RELEASE**

CONSUMER DISCLOSURE

(FCRA-1)

In connection with GREENVILLE COUNTY SCHOOL DISTRICT considering you for employment, continued employment, promotion or reassignment, GREENVILLE COUNTY SCHOOL DISTRICT may obtain a consumer report, criminal background check report or investigative consumer report on you which may include information on character, general reputation, personal characteristics, and mode of living from public record sources or personal interviews with previous employers or associates. You have the right, upon written request, to receive a written description of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act.

I HEREBY ACKNOWLEDGE RECEIPT:

\_\_\_\_\_

PRINT NAME

\_\_\_\_\_

DATE

\_\_\_\_\_

SIGNATURE

CONFIDENTIAL

# GREENVILLE COUNTY SCHOOLS

## REQUEST FOR EMPLOYMENT or CHANGE IN STATUS FOR Adjunct Music Instructor

**TO:** Bradley Wingate, Academic Specialist for Visual and Performing Arts, District Office

**FROM:** \_\_\_\_\_  
 Director or Principal School/Department

### DELETION FROM CURRENT ASSIGNMENT or CHANGE in LEVEL OF PAY

I am recommending that the following person be **deleted** from the below supplemental assignment:

Employee Name	Prior Assignment	Supplement Amount or Number of Extra Days
Employee # or Social Security #	Effective Date of Termination	

### ADDING NEW EMPLOYEE or CHANGING EMPLOYEE TO A NEW ASSIGNMENT or PAY LEVEL

I am recommending the following person be **added** or his/her **status changed** to the below new assignment:

Employee Name	New Assignment	Job Code Supplement Amount
<input type="checkbox"/> Exempt/Non-Exempt	<input type="checkbox"/> Adjunct	<input type="checkbox"/> Check if LOCAL FUNDING
Employee # (if known)	Effective Beginning Date	Years' Experience in this position

### ADJUNCT INSTRUCTOR/COACH INFORMATION (required for those who are not full-time employees)

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone #1: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone #2: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Employment Checklist: All items must be checked before sending to District Academic Specialist for Visual and Performing Arts (Bradley Wingate):**  
 Principal interview     Completed Application     Notice of Authorization for background check

**New Hire Forms :** To be taken to HR Orientation by applicant:  
 W-4 form     I-9 form     Direct Deposit form with voided check     TB Test Results  
 Voluntary Data form     SSN card     I-9Verify Forms of Identification

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bradley Wingate, Academic Specialist for Visual and Performing Arts

\_\_\_\_\_  
Date

## Authorization to Serve as Adjunct Instructor/Coach

\_\_\_\_\_  
Name of Adjunct Music Instructor

\_\_\_\_\_  
School

\_\_\_\_\_  
Activity

The above named individual has completed required application procedures necessary to become an adjunct music instructor in Greenville County Schools. Pending clearance of the criminal background check and based on the foregoing information, the above named person is authorized to serve as an adjunct music instructor in Greenville County Schools

\_\_\_\_\_  
Bradley Wingate, Academic Specialist for Visual and Performing Arts

\_\_\_\_\_  
Date

### Required Forms to Submit BEFORE Attending Orientation

- \_\_\_ Request for Employment (for Adjunct Music Instructors) Form, signed by principal
- \_\_\_ Application (completed and signed by the applicant)
- \_\_\_ Authorization Form (for background check) (signed by applicant)

### Required Forms to Submit AT Orientation

- \_\_\_ W-4 Form (Federal Withholding Allowance Certificate; signed by applicant)
- \_\_\_ I-9 Form (Department of Justice/INS form; signed by applicant)
- \_\_\_ I-9/E-Verify Documentation (Must bring actual forms of ID-no copies allowed)
- \_\_\_ TB Test Results (DHEC form 1420, from Health Department, required of all District employees)
- \_\_\_ Direct Deposit Authorization form (signed by applicant and accompanied by a voided check)
- \_\_\_ Social Security Card (original, necessary for payroll purposes-can also be used as one form of ID for I-9)

**\*\*Please note- Attendance at the HR Orientation is MANDATORY BEFORE one can begin working\*\***