

Credentials needed for Recommendation of Employment of
EPA Non-Teaching Positions

- EPA application with original signature (Please use the electronic copy of the [People Admin profile](#))
- Three (3) letters of recommendation with original signatures
- Official transcripts from colleges/universities listed on application
- Current resume
- Three (3) telephone reference check forms: Complete Attachment A of the [Employment Background Check Policy](#) . *The inappropriate conduct statement must be asked of the **current/last supervisor** and response recorded within telephone reference check material.*
- Visa documentation, if applicable (check Employment Authorization Data section of EPA application)
- Background Check (Mandatory 7/1/2007): Complete Attachment B & C of the [Employment Background Check Policy](#). Submit to the Office of Legal Affairs

***All these items should accompany the:**

- Recommendation for Employment of Faculty/EPA Non-Faculty form [EPA Non-Teaching Recommendation Form](#)

*****Forward credentials to EPA Contract Office for processing*****