

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

Items 1 -7 should accompany the:

- EPA Non-Teaching Positions Recommendation for Permanent Employment form (OP-0003E) [EPA Non-Teaching Recommendation for Permanent Employment](#)
 1. Candidate Search Selection Summary
 2. Online employment system (PeopleAdmin) application with original signature
 3. Official transcripts from colleges/universities listed on application
 4. Credential Review Form [FSU Credential Review Form](#) (include only if positions duties include teaching responsibilities)
 5. Current resume
 6. Three (3) telephone reference check forms: Complete Attachment A of the [Employment Background and Reference Check](#).
****The inappropriate conduct statement must be asked of the **current/last supervisor** and response recorded within telephone reference check material.
 7. If applicable, contact Legal Affairs for Visa approval

**Forward all completed forms and credentials listed above
to Human Resources EPA Contract Office**

- **Employment Background Check:**
Background Check (Mandatory 7/1/2007): Complete Attachment B & C of the [Employment Background and Reference Check](#).
Submit to the Office of Legal Affairs after approval of appropriate Vice Chancellor by initialing the top right corner of the form.

**CONTRACT WILL BE GENERATED ONCE ALL CREDENTIALS ARE SUBMITTED
AND RECOMMENDATION AND BACKGROUND CHECKS ARE APPROVED.**

Name _____

Title _____

Hire Date _____