

Credentials needed for Recommendation of Employment of  
EPA Faculty 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 vitae
- Credential Review Form (approval of Chair and Dean)  
[FSU Credential Review Form](#)
- 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 [Faculty Employment Recommendation Form](#)

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