



**ALLEGANY COLLEGE**  
of MARYLAND

All Adjuncts must complete and provide to HR:

- Employment Application\*
- Background Check Authorization Form
- I-9 (Employment Verification)  
This form must be verified with HR by providing either:
  - US Passport **OR**
  - Driver's License **AND** Social Security Card, Birth Certificate, or US Citizen ID Card  
(Other documents can be provided: Please see HR for full listing)
- W-4 and MW 507, WV107, PA Residency Verification
- Official Copy of All Transcripts\* including Bachelors, Masters, and Doctorate to be mailed to:
  - Allegany College of Maryland
  - ATTN: Human Resource Office
  - 12401 Willowbrook Rd
  - Cumberland, MD 21502
- Direct Deposit Form

Please visit the Human Resource Office to obtain your employment package. Due to processing time for the background checks, it is advisable to begin the process as soon as possible.

You must provide all documents above, including copies of OFFICIAL transcripts, before your first pay is processed.

If you have any questions or need assistance in completing any forms, please contact Human Resources:

Shanese Westfall	301-784-5231
Phyllis Fisher	301-784-5159
Melinda Duckworth	301-784-5230

\*Early College Instructors must provide an Employment Application