



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

**INTERN/INTERPRETER/NON EMPLOYEE
INFORMATION FORM FOR BANNER ACCESS**

PART I - To be completed by the Intern/Interpreter/Non Employee

Please check: Intern
 Interpreter
 Non Employee (*please explain your affiliation with CCRI*) _____

Social Security #: _____

Date of Birth: _____

Name: _____

Maiden Name: _____

Address: _____

Gender: M / F

City, State, Zip: _____

Phone: _____

Email: _____

Listed Unlisted

Ethnicity: White Black/African American Hispanic/Latino Asian
 American Indian/Alaskan Native Native Hawaiian/Other Pacific Islander

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen or national of the United States
- A Lawful Permanent Resident (Alien #) A _____
- An alien authorized to work until: _____
(Alien # or Admission #) _____

I have completed the additional forms

- Pre-Employment Background Consent (*not applicable to Year-Up or STEM Plus Teachers*)
- BCI Questionnaire (*not applicable to Year-Up or STEM Plus Teachers*)
- Policy Acknowledgement Form (*not applicable to Year-Up, STEM Plus Teachers, or ProEd Consultants*)
- Online Harassment Training (*not applicable to Year-Up, STEM Plus Teachers, or ProEd Consultants*)
- Emergency Contact Form

Signature: _____ **Date:** _____

PART II – To be completed by the Department Chair or Supervisor

Department Budget Organization Number: _____

Period of Service: _____

Chair/Supervisor Signature: _____ **Date:** _____

**Please send signed forms to Robin Donnelly, CCRI Human Resources, 400 East Avenue, Warwick, RI 02886.
HR will hand deliver the Campus Domain Account Application to IT. HR Questions: 401-825-2311**



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**PRE-EMPLOYMENT BACKGROUND SCREENING
RELEASE AND AUTHORIZATION**

Individuals who are offered a position within the Community College of Rhode Island will receive an email from one of CCRI’s Human Resources representatives or HireRight, LLC. instructing them to sign in and provide pertinent information in order for HireRight to conduct a national background check (the sign-on and password information will be provided in the email). Once the individual has provided the required information, HireRight will complete the background screening promptly and report back to CCRI Human Resources. Employment is not final until Human Resources receives and approves a review of the background check.

*Active Email Address: _____
(Please print clearly)

*If you do not have an active email address you must appear in person to the Office of Human Resources prior to your employment and provide an HR representative with the personal information needed to conduct a background check.

I, _____
(Please print name)

hereby consent and authorize the Community College of Rhode Island to perform a national pre-employment background screening through HireRight, LLC. I understand this is required as a condition of employment with CCRI.

I further agree to fully waive, release, indemnify, defend and hold harmless, the Community College of Rhode Island, its governing board, the Board of Education, the State of Rhode Island, the Bureau of Criminal Identification and the Attorney General’s Office, including their respective employees and agents, against any and all claims, demands, action, or causes of action that I have, or may have, in both law and equity, of any nature or kind whatsoever arising from or in any way related to the release of my criminal records, or the results of the criminal background check, performed in accordance with this consent and authorization.

Employee Signature

Date

Information about HireRight’s privacy practices is available at www.hireright.com/Privacy-Policy.aspx

Date HR requested _____

10/15

Knight Campus



CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE

**THIS FORM MUST ONLY BE COMPLETED BY APPLICANTS
 AT THE TIME OF INTERVIEW**

TO BE FILLED OUT BY APPLICANT
 Please answer the following questions.

Name (First, Middle, Last) _____	Telephone Number _____
Address (Street and Number, City, State and Zip Code) _____	Mailing Address (if different) _____

1) Job Title for which you are applying: _____

2) Have you ever been convicted of any offense*?
 NO YES If yes, provide an explanation below.

Note: *"Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGL §28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge".*

Explanation (use additional sheets if necessary):

THIS AFFIRMATION MUST BE COMPLETED

I certify that there are no willful misrepresentations and falsifications of the above statements and answers to questions. I understand that should an investigation disclose such misrepresentations and falsifications, my application may be rejected and, should I be employed, my service may be terminated.

 SIGNATURE

 DATE



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POLICY ACKNOWLEDGEMENT FORM

The following is a list of the College's current employment policies and procedures. Read each policy and procedure located at http://www.ccri.edu/hr/part_time/policies.html, and acknowledge you've read each one by placing a check mark (✓) in the appropriate box. After you have checked all the boxes, please sign and date the form and return to Human Resources.

Name: _____

POLICIES & PROCEDURES:

- Code of Ethics Policy
- Complaint Procedures for Discrimination, Sexual Harassment & Sexual Violence
- Data Security Policy
- Electronic Communication Policy
- Equal Employment Opportunity
- Facilities Use Policy
- Notice of Right to be Free from Discrimination Due to Pregnancy, Childbirth and Related Medical Conditions
- Responsible Use of Information Technology
- RI Whistleblowers' Protection Act
- Sexual Harassment & Sexual Violence Policy
- Smoke-Free Workplace Policy
- State Policy on Drug & Alcohol Use
- Title IX
- Unlawful Harassment Policy
- Violence in the Workplace Prevention Policy

Employee Signature

Date

rev 6/2018 (PT)



COMMUNITY COLLEGE
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Office of Human Resources

TO: All Faculty and Staff

DATE:

SUBJECT: Request for information in case of accident or emergency

In the event that you are involved in an accident or other emergency while on campus, it is very important that we have on file the name(s) of the person(s) you would want to be contacted. We, therefore, urge you to fill in the information requested below and return the completed form to the Office of Human Resources as soon as possible.

Your name: _____

Department: _____

Primary person to be notified in case of accident or emergency:

Name: _____ Relationship: _____

Address: _____

Telephone Number: _____ Cell Number: _____

Secondary person to be notified in case of accident or emergency:

Name: _____ Relationship: _____

Address: _____

Telephone Number: _____ Cell Number: _____

This information is confidential. It will only be used for the reasons stated above.
Thank you for your cooperation.



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Online Harassment Training

CCRI is committed to providing a safe learning, working, and living environment that is free from violence and unlawful discrimination and harassment. As part of that commitment, we are asking that all faculty and staff (both full and part-time) complete the following online training course.

- **Mosaic: Prevent Harassment Together**

To begin training, follow these steps:

- 1) Go to [EDURISK](https://learn.ue.org/FY2B8288333/CCRImployees) to get started (<https://learn.ue.org/FY2B8288333/CCRImployees>)
- 2) Complete the Registration form.
 - a. Enter your first name, last name, and email address and click Register.
 - b. You will receive a welcome email with your username and a temporary password.
 - c. Follow the link in the email to sign on.
 - d. You will be prompted to:
 - i. Enter your temporary password
 - ii. Create a new password
 - iii. Create and answer a security question
- 3) Once you are logged in, be sure to complete the course assigned to you.
- 4) A history of your completed courses is available in “My Completions.” You will also receive an email containing a link to your completion certificate, upon successful completion of the course.
- 5) Please print out your completion certificate and send a copy to The Office of Human Resources.

Tips for Completing Courses

- Pop-up blocker must be disabled for ue.blackboard.com
- Ensure your computer meets all System Requirements [specified](#).

All other questions should be directed to The Office of Human Resources at 401-825-2311, or via email at humanresources@ccri.edu.

Thank you in advance for your time and cooperation in completing this essential training program.

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