



Credential Submission Agreement

Instructions: Please complete and sign the form.

Employee Information

Employee Name _____
Position _____
Department _____

Acknowledgement

All new hires must submit an official copy of undergraduate and graduate academic transcripts from all degree-granting institutions. Any current certifications and licensures must also be submitted.

Official copies of transcripts must be submitted to Human Resources no later than the fourth week of the semester of work, in order to continue receiving a paycheck. Misrepresentation or falsification of credentials is grounds for disciplinary action, up to and including termination of employment.

Adherence to these standards is the employee's sole responsibility and obligation in order to qualify for employment at Owens Community College. Deviations from these standards or procedures are not permissible without the expressed, written authorization of the Executive Director, Human Resources or designee. Any disputes arising from the interpretation and/or applications of these standards and procedures shall be addressed to the Director, Human Resources or designee, whose determination shall be final.

Please forward all documentation to:

Owens Community College
Office of Human Resources
P.O. Box 10,000
Toledo, Ohio 43699

Questions/Concerns:

Human Resources
(567) 661-7292
Human_resources@owens.edu

Signature

By signing this form, I agree to the terms and conditions stated above.

Employee Signature: _____ Date: _____

SUBMIT