

Faculty Application Checklist

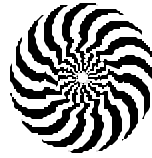
Please bring this check list to Night 4

Faculty Name: _____

Please note that you must have your SS card by the 4th night! The following items must be turned in the **Fourth Workshop**. Please note Not submitting ALL paperwork will prolong moving forward into mentorship.

Please bring one form of a photo ID to workshop

- ☐ Faculty Hire Form (Payroll)
- ☐ Sexual Harassment Training Acknowledgement Form (Payroll)
- ☐ Faculty Insider Trading Acknowledgement Form (Payroll)
- ☐ Faculty Personal Information Form (Payroll)
- ☐ Complete I-9 go to www.NewI9.com (Payroll) Use employer code 11387 complete Section 1
- ☐ W4 (Payroll)
- ☐ Candidate Background Check Form
- ☐ **Copy of signed** Social Security Card (Payroll)
- ☐ Photo copy of Driver's License
- ☐ Direct Deposit Form-with canceled check (Payroll)
- ☐ Copies of all Professional Licenses and Teacher Credentials if applicable
- ☐ Complete Edmap registration go to:
 - o www.uop-edmap.biz/services (print filled out registration page before you SUBMIT and bring to Night 4)
- ☐ Faculty Profile-print copy and bring to Night 4
- ☐ **ALL Graduate** transcripts-ordered by UoP



Faculty Personal Information Form

To assist the Corporate Human Resources Department in compiling the required data, please supply the following information. Should any of this information change, please submit a new form.

☐ Please check if this is a change or update to information currently on record.

Date: _____

Social Security Number: _____

Name:

First

Middle

Last

Address – Please provide the address your check is to be sent to

Street: _____

City:

State:

Zip Code:

Phone Number: () _____

Email Address: _____

Person to Contact in Case of Emergency

Name: _____

Phone Number: () _____

☐ *Spouse* ☐ *Brother* ☐ *Daughter* ☐ *Neighbor* ☐ *Ex-Spouse*

☐ *Mother* ☐ *Sister* ☐ *Other Relative* ☐ *Roommate* ☐ *Other*

☐ *Father* ☐ *Son*

Date of Birth: (MM/DD/YY) _____

Gender: ☐ *Male* ☐ *Female*

Ethnicity: (check only one)

☐ *White* ☐ *Black* ☐ *Hispanic*

☐ *Asian or Pacific Islander* ☐ *American Indian or Alaskan* ☐ *Other*



Apollo Group Inc.

FACULTY NEW HIRE INFORMATION FORM

Date _____

Faculty Information	
Faculty Member's Name	
Supervisors Name UNIVERSITY OF	
Home Department (Home Department is for check distribution only, not for cost center for expense) EFGF	
Location Information	
Are the Home State and Work State the Same? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, what is the Home State?	What is the Work State?
Employment History	
Was the Faculty Member a Former Staff Member? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Insider Trading Policy and Guidelines With Respect To Certain Transactions in Company Securities

This policy provides guidelines to employees, officers, and directors of Apollo Group, Inc. and its subsidiaries (collectively, the Company) with respect to transactions in the Company s securities.

Applicability of Policy

This Policy applies to all transactions in the Company s securities, including common stock, options for common stock, and any other securities the Company may issue from time to time, such as preferred stock, warrants, and convertible debentures, as well as to derivative securities relating to the Company s stock, whether or not issued by the Company, such as exchange traded options. It applies to all officers of the Company, all members of the Company s Board of Directors, and all employees of, and consultants and contractors to, the Company and its subsidiaries who receive or have access to Material Nonpublic Information (as defined below) regarding the Company. This group of people, members of their immediate families, and members of their households are sometimes referred to in this Policy as Insiders. This Policy applies to any person who receives Material Nonpublic Information from any Insider.

Any person who possesses Material Nonpublic Information regarding the Company is an Insider for so long as the information is not publicly known. Any employee can be an Insider from time to time and would, at those times, be subject to this Policy.

Statement of General Policy

It is the policy of the Company to oppose the unauthorized disclosure of any nonpublic information acquired in the workplace and the misuse of Material Nonpublic Information in securities trading.

Statement of Specific Policies

TRADING ON MATERIAL NONPUBLIC INFORMATION

No director, officer or employee of, or consultant or contractor to, the Company, and no member of the immediate family or household of any such person, shall engage in any transaction involving a purchase or sale of the Company s securities, including any offer to purchase or offer to sell, during any period commencing with the date that he or she possesses Material Nonpublic Information concerning the Company, and ending at the close of business on the second Trading Day following the date of public disclosure of that information, or at such time as such nonpublic information is no longer material. As used herein, the term Trading Day shall mean a day on which national stock exchanges and the National Association of Securities Dealers, Inc. Automated Quotation System (NASDAQ) are open for trading.

TIPPING

No Insider shall disclose (tip) Material Nonpublic Information to any other person (including family members) where such information may be used by such person to his or her profit by trading in the securities of companies to which such information relates, nor shall such Insider or related person make recommendations or express opinions on the basis of Material Nonpublic Information as to trading in the Company s securities.

CONFIDENTIALITY OF NONPUBLIC INFORMATION

Nonpublic information relating to the Company is the property of the Company and the unauthorized disclosure of such information is strictly forbidden.

Potential Criminal and Civil Liability and/or Disciplinary Action

LIABILITY FOR INSIDER TRADING

Insiders may be subject to penalties of up to \$1,000,000 and up to 10 years in jail for engaging in transactions in the Company s securities at a time when they have knowledge of nonpublic information regarding the Company.

LIABILITY FOR TIPPING

Insiders also may be liable for improper transactions by any person (commonly referred to as a tippee) to whom they have disclosed nonpublic information regarding the Company or to whom they have made recommendations or expressed opinions on the basis of such information as to trading in the Company s securities. The Securities and Exchange Commission (the SEC) has imposed large penalties even when the disclosing person did not profit from the trading. The SEC, the stock exchanges, and the National Association of Securities Dealers, Inc., use sophisticated electronic surveillance techniques to uncover insider trading.

POSSIBLE DISCIPLINARY ACTIONS

Employees of the Company who violate this Policy shall also be subject to disciplinary action by the Company, which may include ineligibility for future participation in the Company s equity incentive plans or termination of employment.

Guidelines

RECOMMENDED TRADING WINDOW FOR OFFICERS, DIRECTORS, AND EMPLOYEES

The period beginning one month before the end of each quarter and ending two Trading Days following the date of public disclosure of the financial results for that quarter is a particularly sensitive period of time for transactions in the Company s stock from the perspective of compliance with applicable securities laws. This sensitivity is due to the fact that officers, directors, and certain other employees will, during that period, often possess Material Nonpublic Information about the expected financial results for the quarter.

Accordingly, to ensure compliance with this Policy and applicable federal and state securities laws, the Company strongly recommends that all directors, officers, and employees having access to the Company s internal financial

statements or other Material Nonpublic Information shall refrain from conducting transactions involving the purchase or sale of the Company's securities other than during the following trading windows:

- With respect to the public announcement of financial results for the quarters ended November 30, February 28 (or 29) and May 31, transactions in the Company's securities may commence on the third Trading Day following the date of public disclosure of the financial results for a particular fiscal quarter (e.g., if the quarterly results are publicly announced on a Monday, then the trading window opens on Thursday morning) and may continue until the end of the second month of the next fiscal quarter (i.e., until the end of January, April and July, respectively).
- With respect to the announcement of financial results for the quarter ended August 31 and the year then ended, the transactions in the Company's securities may commence on the third Trading Day following the date of public disclosure of the financial results and may continue for thirty days, even if such thirty-day period extends beyond the end of the second month of the next fiscal quarter (i.e., October 31).

Notwithstanding the foregoing windows, the safest period for trading the Company's securities, assuming the absence of Material Nonpublic Information, is probably only the first 10 days of each trading window.

From time to time, the Company may also recommend that directors, officers, selected employees, and others suspend trading because of developments known to the Company and not yet disclosed to the public. In such event, such persons are advised not to engage in any transaction involving the purchase or sale of the Company's securities during such period and should not disclose to others the fact of such suspension of trading.

The purpose behind the suggested self imposed trading window period is to help establish a diligent effort to avoid any improper transaction.

It should be noted, however, that even during the trading window, any person possessing Material Nonpublic Information concerning the Company should not engage in any transactions in the Company's securities until such information has been known publicly for at least 2 Trading Days, whether or not the Company has recommended a suspension of trading to that person. Trading in the Company's securities during the trading window should *not* be considered a safe harbor, and all directors, officers, and other personnel should use good judgement at all times.

PRE-NOTIFICATION OF TRADES

The Company has determined that all officers and directors of the Company should refrain from trading in the Company's securities, even during the trading window, without first complying with the Company's pre notification process. Each officer and director should contact the Company's Chief Financial Officer prior to commencing any trade in the Company's securities. The Company may find it necessary, from time to time, to require

compliance with the pre notification process from certain employees, consultants, and contractors other than and in addition to officers and directors.

Any employee with any questions regarding trading in the Company's securities is encouraged to contact the Company's Chief Financial Officer.

INDIVIDUAL RESPONSIBILITY

Every officer, director, or employee has the individual responsibility to comply with this Policy against insider trading. The guidelines set forth in this Policy are guidelines only, and appropriate judgment should be exercised in connection with any trade in the Company's securities.

An Insider may, from time to time, have to forego a proposed transaction in the Company's securities even if he or she planned to make the transaction before learning of the Material Nonpublic Information and even though the Insider believes he or she may suffer an economic loss or forego anticipated profit by waiting.

Applicability of Policy to Inside Information Regarding Other Companies

This Policy and the guidelines described herein also apply to Material Nonpublic Information relating to other companies, including that Company's customers, vendors, or suppliers (business partners), when that information is obtained in the course of employment with, or other services performed on behalf of, the Company. Civil and criminal penalties and termination of employment may result from trading on inside information regarding the Company's business partners. All employees should treat Material Nonpublic Information about the Company's business partners with the same care required with respect to information related directly to the Company.

Definition of Material Nonpublic Information

It is not possible to define all categories of material information. However, information should be regarded as material if there is a reasonable likelihood that it would be considered important to an investor in making an investment decision regarding the purchase or sale of the Company's securities.

While it may be difficult under this standard to determine whether particular information is material, there are various categories of information that are particularly sensitive and, as a general rule, should always be considered material. Examples of such information may include:

1. Financial results
2. Projections of future earnings or losses
3. Results of product or service development
4. News of a pending or proposed merger or joint venture
5. News of the disposition of a subsidiary
6. Impending bankruptcy or financial liquidity problems
7. Gains or loss of a substantial customer or supplier
8. Changes in dividend policy
9. New product or service announcements of a significant nature

10. Significant product or service defects or modifications
11. Significant pricing changes
12. Stock splits
13. New equity or debt offerings
14. Acquisitions
15. Significant litigation exposure due to actual or threatened litigation
16. Major changes in senior management

Either positive or negative information may be material.

Nonpublic information is information that has not been previously disclosed to the general public and is not otherwise available to the general public.

Certain Exceptions

For purposes of this Policy, the Company considers that the exercise of stock options for cash under the Company's stock option plan or the purchase of shares under the Company's employee stock purchase plan (but not the sale of any such shares) is exempt from this Policy since the other party to the transaction is the Company itself, and the price does not vary with the market but is fixed by the terms of the option agreement or plan.

Additional Information—Directors and Officers

Directors and officers of Apollo Group, Inc., also must comply with the reporting obligations and limitations on short-swing transactions set forth in Section 16 of the Securities Exchange Act of 1934, as amended. The practical effect of these provisions is that officers and directors who purchase and sell the Company's securities within a 6-month period must disgorge all profits to the Company whether or not they had any knowledge of any Material Nonpublic Information. Under these provisions, and so long as certain other criteria are met, neither the receipt of an option under the Company's option plans, nor the exercise of that option, nor the receipt of stock under the Company's employee stock purchase plan is deemed a purchase under Section 16; however, the sale of any such shares is a sale under Section 16. Moreover, no officer or director may ever make a short sale of the Company's stock. The Company has provided or will provide, separate memoranda and other appropriate materials to its officers and directors regarding compliance with Section 16 and its related rules.

Inquiries

Please direct your questions as to any of the matters discussed in this Policy to the Company's Chief Financial Officer.



APOLLO GROUP, INC.

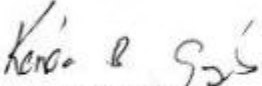
UNIVERSITY OF PHOENIX
INSTITUTE FOR PROFESSIONAL DEVELOPMENT
WESTERN INTERNATIONAL UNIVERSITY
COLLEGE FOR FINANCIAL PLANNING

January 20, 1999

Dear Director, Officer, or Employee:

Enclosed is a copy of the Company's Insider Trading Policy. As described in the Insider Trading Policy, violations of the insider trading laws can result in significant civil and criminal liability. Accordingly, please take the time right now to read the materials provided, and then sign and return the attached copy of the letter to Human Resources.

Very truly yours,


Kenda B. Gohzales
Chief Financial Officer

CERTIFICATION

The undersigned hereby certifies that he or she has read, understands, and agrees to comply with the Company's Insider Trading Policy, a copy of which was distributed with this letter.

Date: _____

Signed: _____

Name: _____
(Please Print)



ACKNOWLEDGEMENT OF SEXUAL HARASSMENT INFORMATION

I acknowledge that I have received the sexual harassment policy and supplemental California information for the University of Phoenix. I also understand that: 1) I have the right to work in an environment free from sexual harassment; and 2) I have a responsibility not to engage in behaviors that constitute sexual harassment; 3) I have a responsibility to inform the Campus Director or the Director of Academic Affairs if I feel the educational opportunities or the educational environment for either the students or myself is being adversely affected by conduct prohibited by this policy.

Name (print) _____

Name (signature) *Shirley Hallen*

Date _____

Section Two

Sexual Harassment

All faculty members are the managers of their classrooms. The facilitator is responsible for the learning environment of the class, and is also responsible for the interpersonal environment. Ethics, courtesy, and, even, discrimination issues may occur in the classroom. The instructor is accountable for the formal and informal content and its delivery. Student actions, responses, discussions, and presentations must meet both educational and ethical guidelines. The University of Phoenix will not tolerate harassment of students by faculty or by other students.

As part of the University's continuing affirmative action efforts and pursuant to guidelines on sex discrimination issued by the Equal Opportunity Commission, the University of Phoenix endorses the following policy outlined in its *Employee Personnel Manual*:

It is illegal and against the policies of the University for any staff or faculty member, male or female, to sexually harass another employee. Sexual harassment is defined below. By law, all allegations of sexual harassment must be investigated.

While the University realizes that the question of whether a particular action or incident involves a purely personal social relationship, without a discriminatory effect, an investigation into all the facts in the matter will be carried out by the Department of Academic Affairs.

DEFINITION OF SEXUAL HARASSMENT

The Fair Employment and Housing Commission regulations define sexual harassment as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser; the following is a partial list:

- Unwanted sexual advances
- Offering employment benefits, better grades, or special treatment for sexual favors

- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying or sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct making or using derogatory comments, epithets, slurs, and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations
- Physical conduct: touching, assault, impeding or blocking movements

The law requires that the campus investigate all allegations of sexual harassment. As a faculty member, you will be subject to investigation should a student present allegations of sexual or any other type of harassment.

It is recommended that you do not meet with students on a one-to-one basis in places that might be construed as purely social in nature. It is also advised that faculty not begin personal relationships with students at the campus while those students are in their class.

As a manager of the classroom, it is up to you to see that sexual harassment does not take place during the course. It is your responsibility to take all allegations seriously and act upon them. If a student comes to you to report that someone in their study group is bothering them, it is your responsibility to take action. The Director of Academic Affairs is always available to assist you in conflict resolution of this type.

SEXUAL HARASSMENT CAN BE VERIFIED IN THE FOLLOWING MANNER

- **Quid Pro Quo**
A condition created by the harasser in which the harassed must submit to unwanted sexual and physical advances to either obtain a reward (grade) or to avoid a consequence.

An actual act is not required to establish quid pro quo.
- **Hostile Environment Created by Managers (Faculty)**
Tangible consequences such as a lowered grade do not have to occur to substantiate the existence of sexual harassment. If a student's emotional and psychological abilities are substantially affected, there may be enough proof that sexual harassment occurred.
- **Hostile Environment Created by Coworkers or Non-Employees (Peers and Students)**
EEOC guidelines state that the management is liable for the sexually harassing acts of its non-supervisory employees if the management knew or should have known of the harassing conduct.

Section Three

Gender Sensitivity

WHY WOULD THE UNIVERSITY FEEL THE NECESSITY TO TRAIN FACULTY IN GENDER-SENSITIVITY ISSUES?

The University of Phoenix recognizes as an important component of the educational experience in instructing students is the preparation for real-world experiences that the student will face or are currently facing on their jobs. For collaborative learning to be effective, communication issues need to be recognized and addressed to the fullest extent.

In order for the student to comprehend the issues that gender-sensitivity raise in the workplace, the faculty member must first demonstrate an understanding and management of these issues in the classroom. In short, the purpose of gender-sensitivity training is:

- To raise awareness of male/female difference in development, communication styles, emotions, and behavior
- To learn the benefits of the female perspective in behaviors
- To learn what behaviors and communication styles are problems for both men and women
- To change the use of any improper language
- To improve communication between members of study groups, task, and management teams

We must learn how women and men traditionally think and act, what has influenced them to think and act in those ways, which of those perception and behaviors are problematic for the opposite sex, and how to change perceptions and problematic behaviors. The Human Equity Faculty Training Workshop will address these issues.

In 1991, the Kinney Shoe Corporation realized that,

"Gender differences in orientation, communication, and behavior seem subtle, yet they represent great dissimilarities in the ways that men and women operate on a daily basis. On a simple level, the differences can translate into a corporate-wide tendency to work only within one's comfort zone, men working only with men and women unless this tendency is acknowledged and avoided."

Once the Kinney Shoe Corporation established that gender differences made a difference in the manner in which their company was functioning, they embarked on gender-sensitivity training.

During the training, the participants learned that females, in general, view work as a process while males usually focus on the end result and desire specific action plans. The results also showed that males were raised with a competitive nature, where power was the key. Further, males were found to have more of a succinct speaking style, similar to military speech, whereas, females communicated in a storytelling style.

The training also revealed that certain interaction patterns were problematic. For example, males often attend or participate in sports activities, not including females, or if they do, do not ask for contributions from females, unintentionally excluding them.

Another problematic behavior that women identified is the male tendency toward overprotection of women in the business environment. However, women want to be allowed the same opportunities to succeed and fail on their own, and to learn from those experiences.

Studies on gender issues show that focusing specifically on differences between genders leads to a more efficient, higher-quality work force and increased job satisfaction. This can, of course, translate into a higher-quality classroom experience and an increase in student and faculty satisfaction. Incorporating male and female styles into an organization opens up the dialogue, and narrows the gap between comfort zones both pivotal to working relationships.

Form W-4 (2008)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2008 expires February 16, 2009. See Pub. 505, Tax Withholding and Estimated Tax.

Note. You cannot claim exemption from withholding if (a) your income exceeds \$900 and includes more than \$300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 adjust your withholding allowances based on itemized deductions, certain credits,

adjustments to income, or two-earner/multiple job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax

payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

Nonresident alien. If you are a nonresident alien, see the Instructions for Form 8233 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2008. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A _____
B	Enter "1" if: <ul style="list-style-type: none">• You are single and have only one job; or• You are married, have only one job, and your spouse does not work; or• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.	B _____
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C _____
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D _____
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E _____
F	Enter "1" if you have at least \$1,500 of child or dependent care expenses for which you plan to claim a credit	F _____
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none">• If your total income will be less than \$58,000 (\$86,000 if married), enter "2" for each eligible child.• If your total income will be between \$58,000 and \$84,000 (\$86,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have 4 or more eligible children.	G _____
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶	H _____
For accuracy, complete all worksheets that apply. <ul style="list-style-type: none">• If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.• If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$25,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.• If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.		

Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4		Employee's Withholding Allowance Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		2008
1 Type or print your first name and middle initial.		Last name		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.		
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5		
6 Additional amount, if any, you want withheld from each paycheck		6		\$
7 I claim exemption from withholding for 2008, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none">• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶		7		
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature (Form is not valid unless you sign it.) ▶		Date ▶		
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)		10 Employer identification number (EIN)

Apollo Group, Inc. Faculty Direct Deposit Form	Check One (√) <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancellation
---	--

Section #1 New/Change:

FOR A DEPOSIT INTO YOUR CHECKING ACCOUNT please staple a voided check to the top left corner of the form. Requests will not be processed without an attached voided check, copy of voided check, or cancelled check.

FOR A DEPOSIT INTO YOUR SAVINGS ACCOUNT a letter from your bank with the routing and account number referenced will be accepted. *Note: Deposit slips and bank statements will not be accepted for any direct deposit request..*

Employee Authorization

I hereby authorize Apollo Group, Inc. to initiate credits with the Depository Financial Institution(s) indicated below. Furthermore, I authorize Apollo Group, Inc. to initiate DEBIT entries only for the purpose of correcting a deposit error. This authority is to remain in full force and effect until you have received written notification from me of its termination.

Financial Institution Information

Check (√) type of Account:

1. Primary Deposit Account ☐Checking or ☐Savings

Primary Institution: _____ **Branch:** _____ **Phone No.:** () _____

Bank Routing No.: _____ **Acct No.:** _____

2. Secondary Deposit Account (if desired) ☐Checking or ☐Savings

Flat Amount \$ _____ **per pay period** (remaining balance to Primary Deposit Account)

Financial Institution: _____ **Branch:** _____ **Phone No.:** () _____

Bank Routing No.: _____ **Acct No.:** _____

Section #2 Cancellation: ☐Cancel Primary deposit ☐Cancel Secondary deposit ☐Cancel All
 Cancellations received after the Payroll Deadline date, will not take effect until the following payroll.

Section #3 Employee's Approval:
I understand that occasionally my payroll deposit may be delayed or redirected because of bank or other errors and that it is my responsibility to verify that each deposit is made on a timely basis. I agree not to hold Apollo Group, Inc. liable for damages caused by any deposits made after the payroll due date. Please be sure that you have read and understood this document before signing.

Print Name: _____ **Phone No.:** () _____ **Date:** _____

Signature: _____ **Social Security No.:** _____/_____/_____

FOR PAYROLL USE ONLY
File No.: _____ **Zone:** _____
Pre-note Date: _____ **Direct Deposit Date:** _____ **Cancellation Date:** _____
Prepared By: _____ **Audited By:** _____

****Please return the completed form to the payroll coordinator at the campus you teach for.****



Apollo Group, Inc.
Authorization for Faculty Background Investigation
File Number: _____

I, _____, hereby authorize A-Check America, Inc. and/or its agents to make an independent investigation of my background, which may include my character, general reputation, personal characteristics, and mode of living in connection with an application of employment with Apollo Group / University of Phoenix.

The Scope of the report may include information concerning my driving record, civil and criminal court records, education, credentials, identity, past addresses, and social security number.

I authorize and request any state/federal government office, state department of motor vehicles, school, police department, court records, including those maintained by both public and private organizations, or other persons having personal knowledge about me to furnish A-Check America, Inc. with any and all information in their possession regarding me for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment. I am willing that a photocopy of this authorization be accepted with the same authority as the original.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Print Full Name: _____

Print Maiden Name or Other Names Used: _____

Provide all previous addresses for the last five consecutive years.

Current

Address: _____

Street	Apt. #	City	State/Zip Code	From/To
--------	--------	------	----------------	---------

Previous

Address: _____

Street	Apt. #	City	State/Zip Code	From/To
--------	--------	------	----------------	---------

Previous

Address: _____

Street	Apt. #	City	State/Zip Code	From/To
--------	--------	------	----------------	---------

Previous

Address: _____

Street	Apt. #	City	State/Zip Code	From/To
--------	--------	------	----------------	---------

Date of Birth: See attached information sheet

Social Security Number: _____ - _____ - _____

Driver's License Number: _____ State of Issue: _____

A-Check America will need to contact you if additional information is needed to process your Background Investigation. Please provide a telephone/cell phone number where we may contact you.

Phone: (_____) _____ - _____ Alternate Number: (_____) _____ - _____

Email Address: _____ @ _____

NOTICE:

If you would like to receive a copy of your background information obtained by A-Check America, please indicate by checking the following box: ☐ Yes (please send me a copy of my Background Report)

Signature: _____ **Date:** ____ / ____ / ____

Please print, complete, sign and date before submitting.



**Apollo Group, Inc. / University of Phoenix
Date of Birth Hotline**

Apollo Group, Inc./University of Phoenix has contracted with A-Check America to provide background screening services. As part of A-Check America's background screening process it becomes necessary to obtain your date of birth.

As such we have provided two options in which to provide this information. The first option is to contact A-Check and leave your date of birth via a confidential voicemail or to email this information at a dedicated email address. Please select the option most convenient to you by following the directions below.

Voicemail

- Contact 877-345-2021 Extension 3090
- Complete legal name; spelling of your last name
- Last four digits of Social Security Number
- Date of birth; month day and year (please repeat)
- Telephone number you can be reached

Email

- Email apolloinfo@acheckamerica.com
- Complete legal name; spelling of your last name
- Last four digits of Social Security Number
- Date of birth; month day and year (please repeat)
- Telephone number you can be reached

Should you have any questions, please contact A-Check America Client Relations directly at 877-345-2021.