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HUMAN RESOURCES

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- Payroll Calendar
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- SSN Collection and Usage
- Contact HR Staff
- Contact College Staff

Part-Time Adjunct Instructor (Pool)

Niceville, FL

Thank you for considering Northwest Florida State College in your job search.

Please provide the information requested below.

Contact our online Help Desk if you need assistance applying through this website.

Frequently Asked Questions (FAQ's)

Application Instructions:

In addition to the application, please submit ALL of the following:

1. Resume (optional).
2. Unofficial transcript for highest degree earned that qualifies you to teach.

**After submitting a resume, you will be able to upload additional documents on the following page. The maximum allowable size for uploading documents is 3 MB. Documents exceeding 3 MB must be scanned at a lower resolution or divided into separate pages to reduce file size.*

Fields marked with a * are required.

STEP 1: NEW ACCOUNT SETUP / EXISTING ACCOUNT LOGIN

Account Setup / Login completed.

Are you a current employee of Northwest Florida State College?

Yes No

STEP 2: COMPLETE COREQUISITES™ QUESTIONNAIRE

Answering the following questions will confirm that you meet the basic requirements for this position. Note: Answers cannot be changed once the application has been submitted.

1. Do you have a master's degree in the teaching discipline you are applying for or a master's degree in a related field with at least 18 graduate semester hours in the teaching discipline you are applying for? Yes No
2. Do you have an earned doctorate in the teaching discipline you are applying for or in a related field? Yes No
3. Do you have post-secondary teaching experience? Yes No
4. Do you have experience with technology-based instruction? Yes No
5. Do you have experience in student engagement techniques? Yes No

STEP 3: ELECTRONIC FORMS

All Electronic Forms (PDF, HTM) can be [filled and submitted online](#).

Please complete the following Electronic Forms for this position.

🔗 Technical Requirements / Troubleshooting

Pending  Application for Employment *

STEP 4: UPLOAD YOUR RESUME/CV (OPTIONAL)

File Location:

No file chosen

Word (.doc, .docx), Adobe (.pdf), & Text (.txt) files only with a maximum file size of 3 Megabytes (MB).

🔗 See FAQ for details.

More Documents? You can add additional files on the next page after uploading your Resume/CV on this page. Once you click Apply Now below, you will be directed to the next page. **🔗 See FAQ for details.**

STEP 5: ANSWER OPTIONAL EEOC QUESTIONS

- 1. Gender
- 2. Ethnicity
- 3. Race (Not Hispanic or Latino)

--- Select --- ▼
 --- Select --- ▼

Select one or more

(to select multiple - PC: CTRL+click, Mac: Command+click)

----- Select/Clear Selection -----
 American Indian or Alaska Native (Not Hispanic or Latino)
 Asian (Not Hispanic or Latino)
 Black or African American (Not Hispanic or Latino)
 Native Hawaiian or Pacific Islander (Not Hispanic or Latino)
 White (Not Hispanic or Latino)

STEP 6: ANSWER ADDITIONAL QUESTIONS

- 1.*How did you hear about this opportunity?
- 2. If 'other' please specify details here (i.e., Name of website, Journal name, Newspaper name, etc.)

Once you click **Apply Now** below, you will be directed to the next page to upload **additional documents**.

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