

Staff Appointment Form

NEW EMPLOYEES MAY NOT WORK UNTIL THEY HAVE BEEN AUTHORIZED BY TOWER HUMAN RESOURCES

Federal law requires Tower Human Resources to attest, under penalty of perjury, that new hire's (1) identity and (2) legal authority to work has been examined and verified

Tower Foundation employees are not employees of the state
Employees who work on Tower Foundation projects are considered temporary employees under the California State Education Code Section 89900(c).

Check One: ☐ New Hire* ☐ New Account or Account Change ☐ Reappointment ☐ Other _____

***New Hire:** Detailed job description MUST accompany this form.

<p>EMPLOYEE INFORMATION</p> <p>Name: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Last First M.I. </div> </p> <p>SJSU ID: _____</p> <p>Date of Birth: ____/____/____</p> <p>Home Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Email: _____</p> <p>Cell Phone: (____) _____ - _____</p> <p>U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No If Not, type of Visa: _____</p> <p>Employees must have a Social Security Number at time of hire. If you currently do not, please contact TowerHR@sjsu.edu.</p>	<p>APPOINTMENT PERIOD</p> <p>Start Date: _____ End Date: _____</p> <p>All appointment's will be terminated within 5 business days of the end date. To continue the appointment please submit a rehire or reappointment form before the end date.</p> <p>Job Title: _____</p> <p>Anticipated hours per week: _____ Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/></p> <p>Hourly Rate: \$ _____ Semi-monthly Rate: \$ _____</p> <p>Fund/Grant #: _____</p> <p>Fund/Grant Name: _____</p> <p>Department Name and Number: _____</p>
<p>EMPLOYMENT INFORMATION</p> <p>Have you previously worked for the Tower Foundation?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes If yes, when? _____</p> <p>Do you currently have an active Appointment with SJSU? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes Start Date: _____ End Date: _____</p> <p>Do you have any relatives working for the Tower Foundation?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes If yes, name and department? _____</p> <p>Will a personal auto be used on company business? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Supervisor's Name: _____</p> <p>Supervisor's Phone: _____</p> <p>Time Card Approver's Name: _____</p>	<p>TERMINATION ONLY</p> <p>Reason for Termination: _____</p> <p>Last Day Worked: _____</p> <p>Separation Effective Date: _____</p> <p>Clearance Form Completed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>NOTES: _____ _____ _____ _____ _____</p>

<p>Employee Signature: _____</p> <p>▶ _____ Date _____</p>	<p>Account Holder Signature: _____</p> <p>▶ _____ Date _____</p>
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Tower Foundation Human Resources Use Only	
<p>Fringe Benefit: _____ Job Code: _____ WC Code: _____ Payroll/Tower Employee #: _____</p>	
<p>Tower HR Signature: _____</p> <p>▶ _____ Date _____</p>	