

ST. CLOUD STATE UNIVERSITY
MSUAASF EMPLOYMENT REQUEST FORM

This form must be accompanied by the Vacancy Notice for this position. If the Employment Request is for a new employee; transcripts, credentials, an Unclassified Personnel Application Form, and a Prior Experience Evaluation Form must also be included. If the person has been previously employed here, this information may be on file in the Human Resources office. A copy of this form will be returned to the Unit Vice President.

Name _____ Address _____

Unit _____ Title _____

Salary Recommended \$ _____ Type of Appointment: Fixed Term Probationary
(circle one)

Appointment Period _____ Notification Date/Permanent Status _____

Appointment is _____ percent of full time during the appointment period.

Previously employed at St. Cloud State? If yes, indicate latest _____

SPECIAL ASSIGNMENTS: List special assignments; include percentage of teaching and/or non-teaching assignment.

- Sample -

SOURCE OF FUNDING

- _____ M & E
- _____ Health Services
- _____ Residence Hall
- _____ Student Union
- _____ Other (specify): _____

ALLOCATION INFORMATION:

- _____ Replacement for _____ (name)
- _____ Additional Position
- _____ Other (specify): _____

Recommendation/Approval of Employment Request: (Note any conditions above or on separate sheet.)

Supervisor _____ Date _____

Unit Vice President _____ Date _____

Affirmative Action Officer _____ Date _____

Salary Approved \$ _____ Salary Range A B C D E Step _____ Exempt Non-Exempt
(circle one) (circle one)

Human Resources Director _____ Date _____

President _____ Date _____
(For Probationary Appointments only)