

Employee Appointment Form

(Use University Employee Appointment Form for Faculty and University Employees)

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 or Rehire** **One-Time Pay** **Other** _____

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

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| <p>EMPLOYEE DATA</p> <p>Name: _____ <small style="margin-left: 100px;">Last</small> <small style="margin-left: 100px;">First</small> <small style="margin-left: 100px;">M.I.</small></p> <p>Birth Date: ____/____/____</p> <p>Home Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Email: _____</p> <p>Phone: (____) _____ - _____</p> <p>U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, type of Visa: _____</p> <p>Mailing Address (if different from above): _____</p> | <p>STUDENT ASSISTANT APPOINTMENTS ONLY</p> <p><i>Student Assistants must present proof of enrollment for each academic period enrolled (it MUST show the student's name and total number of units enrolled for that period).</i></p> <p>Registered Student:</p> <p style="margin-left: 100px;"><input type="checkbox"/> Undergraduate</p> <p style="margin-left: 100px;"><input type="checkbox"/> Graduate</p> <p>Expected graduation date: Month _____ Year _____</p> <p>Notes: _____</p> |
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| <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 have any relatives working for the Tower Foundation?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes If yes, whom? _____</p> <p>Will a personal auto be used on company business? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Work Location: _____</p> <p>Work Phone (if applicable): (____) _____ - _____</p> <p>Supervisor's Name: _____</p> | <p>ANTICIPATED APPOINTMENT PERIOD</p> <p style="text-align: center;"><i>(Maximum one year or availability of funds, if earlier)</i></p> <p>Start Date: _____ End Date: _____</p> <p>Job Title: _____</p> <p>Hourly Rate: \$ _____ Semi-monthly Rate: \$ _____</p> <p style="margin-left: 100px;"><input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt</p> <p>Account #: _____</p> <p>Account Name: _____</p> <p>Time Card Approver's Name: _____</p> |
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| <p>Employee Signature: _____ Date _____</p> <p>Tower HR Signature: _____ Date _____</p> | <p>Account Holder Signature: _____ Date _____</p> <p>Other Information: _____</p> |
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| Tower Foundation Human Resources Use Only | |
|---|--|
| <p>Fringe Benefit: _____ Job Code: _____</p> <p>Worker's Comp Code: _____</p> | <p>FICA Exempt: <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Payroll / Tower Employee #: _____</p> |

DocuSign or wet signatures are required.

Send ORIGINAL form to Tower Foundation HR in Clark Hall, Suite 300, zip 0183 | (408) 924-1127