# Appointment Form

(Use University Appointment Form for Faculty and University Employees)

Federal law requires the 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. New employees must report within 3 business days of hire the Tower Foundation Human Resources with the appropriate documentation. **Tower Foundation employees are not State employees. Foundation 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 ☐ Change of Position ☐ One Time Pay ☐ Separation ☐ Other

## EMPLOYEE INFORMATION

Social Security No._____

NAME: _____
Last First M.I.

Date of Birth:_____ Gender _____

Home Address:_____

City: _____ State & Zip: _____

Email: _____

Home Phone: ( ) _____

U.S. Citizen: Yes ☐ No ☐ If No, type of Visa: _____

Permanent Address (if different from above)

_____

Supervisor: _____

Work Location: _____

Work Phone: _____

Have you previously worked for the Tower Foundation?

Yes ☐ No ☐ If yes, when?_____

Do you have any relatives working for the Tower Foundation?

Yes ☐ No ☐ If yes, whom? _____

## ANTICIPATED APPOINTMENT PERIOD

Start: _____ End:_____

(Maximum one year or termination of funding, if earlier)

Hourly Rate: $ _____ Semi Monthly Rate: $ _____

Job/Working Title: _____

Percentage of Time: _____%

☐ Exempt ☐ Non-Exempt

Account No.: _____

Account Title: _____

## STUDENT ASSISTANT APPOINTMENTS ONLY

Registered Student:

☐ SJSU Undergraduate ☐ SJSU Graduate

☐ High School (name) _____

☐ Other (specify)_____

Expected graduation date: Month _____Year_____

*Please Note: Student Assistants must present proof of enrollment for each academic period they are enrolled (showing the total number of units enrolled for that period).*

## SEPARATION

*Complete if indicated above*

Reason for separation: _____

_____

Date separation is effective: _____

Last date worked: _____

***New Hires:** *A detailed job description MUST accompany this form*

Employee Signature Date

▶

Account Holder Signature Date

▶

Tower HR Signature Date

▶

## OTHER INFORMATION

*Tower Foundation Human Resources Use Only*

Vac/SL Accrual_____ Fringe Benefit Rate_____ FICA Exempt _____

Job Code_____ Worker's Comp Code_____

**Send Original to Tower Foundation Human Resources, Clark Hall 3rd Floor (University Advancement), ext. zip 0183**

SAN JOSÉ STATE UNIVERSITY | TOWER FOUNDATION

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