Non-Academic Appointment Form

(Use TFHR2 for faculty appointments)

Federal law requires the Tower Foundation to attest, under penalty of perjury, that new hire's identity and legal authority to work has been examined and verified. New employees must provide within 3 business days of hire the appropriate documentation.

Check One	New Hire*	New Account or Account Update	Reappointment or Rehire	Change of Position	One Time Pay	Separation**	Other

Social Security No._____

NAME: _____
Last First M.I.

Street 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 availability of funds)

Hourly Rate: $ _____or % Time: _____

Monthly Rate: $ _____or Annual: _____

Job/Working Title: _____

❑ Exempt ❑ Non-Exempt

Account No.: _____

Project Title: _____

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)

STUDENT ASSISTANT APPOINTMENTS ONLY

Registered Student ❑ SJSU

❑ Other (specify)_____

❑ High School ❑ Undergraduate ❑ Graduate

Expected graduation date: Month _____Year_____

Please Note: Student Assistants must present proof of enrollment and total number of units enrolled for each academic period they are working.

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

***If **Separation** was selected above, please complete:*

Reason for separation: _____

_____

Date separation is effective: _____

Last date worked: _____

Employee Signature Date

Project Director Signature Date

Tower HR Signature Date

Other Information

Tower Foundation Human Resources Use Only

Pay Code_____ Fringe Benefit Code_____

Job Code_____ Worker's Comp Code_____

TW Processed Date_____

HT Processed Date: _____

Send original to the Tower Foundation Human Resources, Clark Hall 3rd Floor (University Advancement)

TFHR1: 12/06