

# Student Appointment Form

To be completed by Manager

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

Federal law requires Tower Human Resources to attest, under penalty or 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 / Account Change     Reappointment     Other \_\_\_\_\_

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

<p><b>EMPLOYEE INFORMATION</b></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>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><b>Employees must have a Social Security Number at time of hire. If you currently do not, please contact <a href="mailto: TowerHR@sjsu.edu">TowerHR@sjsu.edu</a>.</b></p>	<p><b><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></b></p> <p>Registered Student:</p> <p style="text-align: center;"><input type="checkbox"/> Undergraduate (FICA exempt = 6 units)</p> <p style="text-align: center;"><input type="checkbox"/> Graduate (FICA exempt = 4 units)</p> <p>Expected graduation date: Month _____ Year _____</p> <p>Student Assistants can work up to 20 hours during school and 40 hours during break and one term after graduation</p> <p>Nonresident Alien (NRA) applicable to F1 / J1 unit requirements same as above</p> <p>NOTE: _____</p>
<p><b>EMPLOYMENT INFORMATION</b></p> <p>Has Employee 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 any SJSU entity?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes If yes, name and department: _____</p> <p>Department Name: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Phone: _____</p> <p>Time Card Approver Name: _____</p>	<p><b>APPOINTMENT PERIOD</b>  <b>(Maximum one year or availability of funds, if earlier)</b></p> <p>Start Date: _____ End Date: _____</p> <p><b>All appointment's will be terminated within 5 business days of the end date. To continue the appointment please submit a reappointment form before the end date.</b></p> <p>Anticipated hours per week: _____</p> <p>Job Title: _____</p> <p>Hourly Rate: \$ _____ Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/></p> <p>Fund/Grant #: _____</p> <p>Fund/Grant Name: _____</p> <p>Department Name / College / Division: _____</p>

Employee Signature: _____ <small>▶ _____ Date _____</small>	Account Holder Signature: _____ <small>▶ _____ Date _____</small>
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Tower Foundation Human Resources Use Only	
Fringe Benefit: _____ Job Code: _____ WC Code: _____ Payroll/Tower Employee # _____ FICA Exempt: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Tower HR Signature: _____ <small>▶ _____ Date _____</small>	

DocuSign or Wet signatures required.  
 Send ORIGINAL form to Tower Foundation HR in Clark Hall, Suite 300, San Jose, CA 95192-0183 | (408) 924-1127  
 TowerHR@sjsu.edu