PERS105

JACKSONVILLE STATE UNIVERSITY
EMPLOYMENT AUTHORIZATION

MEMORANDUM TO; **Human Resources** **Date,** _____

FROM: _____ TITLE: _____

This is to request that _____ be employed effective
(Race) (Sex)
_____ to fill the position described below.

New, Vacant, Reclassified & Name of Previous Incumbent	_____
Position Control Number	_____
Faculty or Staff	_____
Rank or Title	_____
For Faculty - Tenure/Non Tenure	_____
Regular or Temporary	_____
If Temporary, Termination Date	_____
Full or Part Time (# Hrs. Per Wk., if PT)	_____
Salary	_____
Step (if applicable)	_____

This position is to be charged to the _____ Department, Budget Unit # _____ and Is funded by (select one - regular appropriation, grant, contract, other) _____

This application was selected in accordance with the term of all applicable rules and regulations governing employee selection, Attached are the interview reports and applications for all applicants. Documents pertaining to the selection of this applicant will be kept on file in the Office of Human Resources after being approved by the President,
NOTE; No offer of employment shall be made until this selection is approved by the President.

RECOMMENDED APPROVAL:

_____ _____
Supervisor Date

_____ _____
Dean/Director Date

_____ _____
Vice President Date

If filled higher than posted, Indicate source of funds. _____

REVIEWED BY:

_____ _____
Affirmative Action Officer Date

_____ _____
Director, Human Resources Date

COMMENTS BY REVIEWER(S): _____

APPROVED BY:

_____ _____
President Date