

# TRINITY UNIVERSITY

## CLASSIFIED STAFF REQUEST FORM

To fill a classified position, complete this form in detail, ATTACH A JOB DESCRIPTION and route for appropriate signatures. Human Resources will post the vacant position upon receipt of the signed form.

Department: \_\_\_\_\_ Date Position Available: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name & ID: \_\_\_\_\_

Name of person vacating position, if applicable: \_\_\_\_\_

Name of person accepting position, if applicable: \_\_\_\_\_

Position is:      new           existing      temporary,      if temporary, end date?: \_\_\_\_\_

Position is:      full-time      part-time,      if part-time, hours per week: \_\_\_\_\_

Office Location for New Hire:

Office/Building: \_\_\_\_\_ Room#: \_\_\_\_\_ Extension: \_\_\_\_\_

Applications/Resumes Will Be Shared With (List Point of Contacts): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FUNDING: Account #: \_\_\_\_\_ Budget Position #: \_\_\_\_\_

Project ID Number (Grants): \_\_\_\_\_

SALARY: Pay Grade: \_\_\_\_\_ Annual: \_\_\_\_\_ Hourly: \_\_\_\_\_ EEOC Code: \_\_\_\_\_

Date \_\_\_\_\_ Signature from Director/Chair

Date \_\_\_\_\_ Signature from Vice President

Date \_\_\_\_\_ Signature from Grants Office

Date \_\_\_\_\_ Signature from Human Resources Office

For HR Office Use Only:

Name of Person Hired: \_\_\_\_\_ TU ID#: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ SOC Code: \_\_\_\_\_