

Request to Hire

Department of Geography



PERSONAL INFORMATION - to be completed by EMPLOYEE

LAST NAME:

FIRST NAME:

PERMANENT
STREET ADDRESS:

CITY:

STATE:

ZIP CODE:

EMAIL ADDRESS:

PHONE NUMBER:

DATE OF BIRTH:

SSN:



UCSB EMPLOYMENT AND STUDENT STATUS - to be completed by EMPLOYEE

UCSB
EMPLOYMENT

If Current , which
department?

STUDENT STATUS



UCSB EMPLOYMENT AND STUDENT STATUS - to be completed by SUPERVISOR

ACCOUNT #

PROJECT CODE:

Position Title Code:

Position Title

BRIEF JOB
DESCRIPTION



UCSB EMPLOYMENT AND STUDENT STATUS - to be completed by SUPERVISOR

Position Start Date

Position End Date

Salary Rate:

% Time or Hrs/Week

Supervisor Name

Supervisor Signature

Date

Employee Signature

Date