TRINITY UNIVERSITY HUMAN RESOURCES
Classified Personnel Authorization Form

When needing to fill a classified position, please complete this form in detail, attach job description and route for the appropriate signatures. Human Resources will begin recruiting upon receipt of the signed form.

DEPARTMENT: _____ **TITLE OF VACANCY:** _____

Supervisor's Name: _____ Date Position available: _____

Name of person vacating position, if applicable: _____

Position is: new existing temporary, if temporary, ending date: _____

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

If schedule is not 8 a.m. to 5 p.m., M-F, indicate schedule: _____

EDUCATION REQUIRED BEYOND HIGH SCHOOL: _____

EXPERIENCE REQUIRED: _____

SKILLS PREFERRED: _____

POSITION DUTIES (JOB DESCRIPTION MUST BE ATTACHED): _____

_____

_____

_____

_____

REFER QUALIFIED APPLICANTS TO: _____BUILDING & ROOM#_____

FUNDING: Account # _____ Budget Position # _____

SALARY: Pay Grade: _____ Annual: _____ Hourly:_____ EEOC Code: _____

ENDORSEMENTS:

_____ _____
Date Director/Chair for ALL positions

_____ _____
Date Vice President, for ALL positions

_____ _____
Date Grant Accountant, for grant-funded positions only

_____ _____
Date President, for NEW Positions

For HR Office use Only: JOB POSTING NUMBER: _____

PERSON HIRED: _____ DATE OF HIRE: _____

Revised 10/09