TOURO UNIVERSITY
CALIFORNIA

EMPLOYMENT AUTHORIZATION FORM

Position Title: _____ Approved Budget Limit: _____
(To be completed by HR)

Department Name: _____ Business Unit: _ _ _ _ _ Job Type: _ _ _ _

1) Job Status:

Faculty Position: ☐ Full Time ☐ Adjunct: ☐ FTE: _____ (If less than 1.0 FTE)

Staff Position: ☐ Full Time ☐ Part Time ☐ Hourly FTE: _____ (If less than 1.0 FTE)

2) Position Type: ☐ Regular ☐ Temporary

3) Is this a Replacement Position: ☐ Yes ☐ No If yes, who is being replaced? _____

4) Proposed Start Date: _____ Replacement Salary Approved by the Provost $_____

5) In addition to the Touro University website, please list any specific locations you would like the job ad posted:

_____

_____

6) Required Training & Immunization for this position:

☐ Blood Borne Pathogen Training ☐ Hep B Vaccination ☐ Other: _____

7) Date Submitted: _____ Date Requested: _____

Position Justification:

Please be sure to attach the full job description to this requisition

Note: All new hires are subject to a background check and must submit an employment application to HR once they are selected for an interview.

Approvals:

Department Head: _____

Dean: _____

DFAA: _____

Provost: _____

HR: _____

To be completed by Human Resources Dept:

Requisition #: _____

Approval Date: _____

Position Posted Date: _____

Position Administrator: _____

Employee Type: Exempt ☐ Non-Exempt ☐

Notes: _____

_____