SUU SOUTHERN UTAH UNIVERSITY
LEARNING LIVES FOREVER

SPECIAL APPOINTMENT

Name: _____
first middle last

Address (home): _____
street city state zip code

E-Mail Address:_____

Home Phone:_____ Other:_____

Check Instructions: [ ] Hold Check [ ] Mail Check [ ] Direct Deposit (Requires authorization form)

Social Security Number or T Number:_____

Date of Birth:_____ Male □ Female □

Marital Status: Married □ Single □ Divorced □ Widow □

Ethnic Origin: Caucasian □ African American □ American Indian or Alaskan Native □

Hispanic □ Asian/Pacific Islander □ Other: _____

Account Number:_____ Contract Amount:_____

Length of Service: Beginning Date_____ Ending Date_____

Duties and Time Allocations: _____

_____

Approval Signatures:

1. _____
initiating authority date

Includes certification that budgeted funds are available in the account indicated above for this contract.

2. _____
dean or director date

3. _____
provost/vice president/president date

I accept the above contract and agree to fulfill my part of the agreement.

4. _____
appointee date

Please return to Human Resources

Signatures should be obtained in numerical sequence. If there is any change in this contract or if work is not completed, this fact should be reported immediately to Human Resources. A first-time employee of SUU (or someone who has not worked within the last 12 months) must complete a W-4 & I-9 in the Human Resources Office BEFORE the start date on this form.