

College of Engineering (CEE, ME & ERC) Request for Hire Form

Prospective Employee's Full Name (First, MI, Last)

Prospective Employee's Email Address

Check the box below indicating the Department

Start Date(MM/DD/YY)

1372 - CEE

Pay Rate \$
Minimum wage is \$12.00 Per hour

1374 - ME

Background Check

1320 - ERC

*If the employee has been a CSU employee within the past 12 months a background check is **NOT** required*

Supervisor's Name

Criminal Background Motor Vehicle Check

COE Position Information

999165-Student Academic Support

Foreign National

008830- Non-Student Academic Support

Is the employee a Foreign National or International Resident and does not have a Social Security Number or a stateside residence for 180+ days.

Work Study

Yes No

Yes No

Position Funding Source (Add text in Notes for HR if 4+ accounts)

Account No. 1 Percent

Account No. 2 Percent

Account No. 3 Percent

Account No. 4 Percent

Notes for HR - Payroll:

Please email this form to:

ME/ERC - *Raymond Simmons @ Raymond.Simmons@colostate.edu*

CEE - *Linda Hinshaw @ Linda.Hinshaw@colostate.edu*