



SUPPORT NEW HIRE SUBMISSION FORM

Last Name _____ First Name _____ MI _____

School/Department Number _____ School/Department Name _____

Job Title _____ Beacon Job Ad# _____ Recommended Start Date _____

(Must Match Beacon Job Ad)

POSITION #	HOURS

By signing and submitting this form, I verify that the applicant meets the minimum requirements per the job description. If IA position, I verify that Human Resources has confirmed the applicant's eligibility. I also confirm the accounting string listed on this BEACON Job Ad is correct.

Secretary's Signature _____