



School of Environmental  
and Biological Sciences

Office of Human Resources  
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New Brunswick, NJ 08901-8525

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Fax: 732-932-2024

### Class 5 Student Appointment Request Form

Hiring Department

Employee Name:

Employee ID:  
(Unless a New Hire)

Title:

Supervisor:

Start Date:

End Date:

Hourly Rate:

Description of Work:   
(Administrative Duties – Describe Office Tasks)

Dept Preparer Name/Date: \_\_\_\_\_ / \_\_\_\_\_

Requestor's Signature/Date: Print \_\_\_\_\_ / \_\_\_\_\_

Approver's Name here: