



# CAU Employee Requisition

**Part 1: Basic Information**

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Position Title: \_\_\_\_\_ Estimated start date: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

City, State of Job: \_\_\_\_\_ Replacement:  Yes  No If yes, who: \_\_\_\_\_

Requested Pay Rate: \_\_\_\_\_ Status:  Full Time  Part-Time

Base Pay Rate: \_\_\_\_\_

Stipend Pay Rate: \_\_\_\_\_

**Part 2: Special Considerations (Moving allowance, extra PTO, etc.)**

\_\_\_\_\_  
\_\_\_\_\_

**Part 3: Employment Conditions**

Background required  Yes  No

**Part 4: Signature**

\_\_\_\_\_  
**Executive Approval Signature**

\_\_\_\_\_  
**Date** (MM/DD/YEAR)