

## PERSONNEL FORMS REQUEST

Date: \_\_\_\_\_

Requestor: \_\_\_\_\_ Ph #: \_\_\_\_\_  
Print Name

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

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Number of Forms Needed:

- \_\_\_\_\_ Request to Advertise Personnel/Position
  - \_\_\_\_\_ Request to Appoint Personnel
  - \_\_\_\_\_ Request for Change in Status of Personnel/Position
  - \_\_\_\_\_ Summer Faculty, Part-Time Faculty and Extra Services Appointments
  - \_\_\_\_\_ Request for Appointment of Non-Classified Seasonal, Temporary, Intermittent, or Part-Time (Wages of Labor) Personnel
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Pickup or Delivery:

- \_\_\_\_\_ Pick up requested forms at St. Denis Front Desk  
*\*(Forms will be at front desk by 9am the following day)*
  - \_\_\_\_\_ Delivery requested forms via Campus Mail
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***Please request only as many of each form as you need right now. Do not keep a stock of unused forms in your office as they are subject to change.***

Submit request to: NSU – Human Resources  
Fax: 6157 or Email: [humanresources@nsula.edu](mailto:humanresources@nsula.edu)