



Associated Students
California State University, Northridge

Notice of Hire

To: Office of Human Resources
University Hall, Room 165

Date: _____

Student Name (Last/First/M.I.) _____

Phone: (Cell) _____ (Home): _____

CSUN User Name (ex: sjd3184) _____

Student I.D.# _____ Birth Date: _____

CSUN email (ex: joe.smith@csun.edu): _____

Are you currently enrolled at CSUN, taking at least 1 unit of academic credit? (Y/N) _____

Starting employment date: _____ Sex: F _____ M _____

Job Title: _____

Check one: Work Study _____ Student Assistant _____

Pay Rate: _____ Classification _____ Step: _____

Account #: _____ Fund: _____

A.S. Department (please check location)

X	A.S. Department	X	A.S. Department	X	A.S. Department
	Recreation Sports - Intramurals		Central Office		SPACE
	Recreation Sports – Fitness		Children’s Center		Cabinet/Director
	Ticket Office		Accounting & Financial Svs.		Senator
	Support Services		Recycling		

A.S. Human Resources Coordinator: _____ Date: _____
(Signature)

Special Information: _____

NOTE: Mail or bring to Associated Students, Central Office, USU-100, Mail Drop Code: 8260
To expedite: please fax to ext. 3869.

Distribution: Supervisor / A.S. Accounting (Payroll) / Student Employee