



TEXAS SOUTHERN UNIVERSITY  
 Division of Administration & Finance  
 Human Resources & Payroll

## Faculty and Staff

Name of New Hire: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Hiring Supervisor: \_\_\_\_\_ T#: \_\_\_\_\_

Please complete, check and submit each document to Human Resources. This information is necessary to complete university procedures in the hiring decision.

### **All Forms Must Be Typed**

**Plases do not check the boxes, For HR use only.**

#### Required Forms:

- Appointment Letter (if applicable)
- Completed Online Application
- Resume/CV
- Transcript  Official  Copy
- Reference Letter
- Personal Data Sheet
- I-9 Form
- I-9 Identification Copies  E-Verify\_\_\_\_\_
- Prior State Service  Applicable  Not-Applicable
- Background Check Date\_\_\_\_\_
- Confidentiality Agreement
- Acknowledgment Forms  Title IX  Ethics and Fraud  Drug Free Policy

Submitted by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved by: \_\_\_\_\_  
 (Human Resources Representative)

*Please be sure to visit payroll office- Hannah Hall room 135 to complete your direct deposit and W-4*