

**SUNY OSWEGO Unclassified Service Appointment Form** (revised 06/17/2008)



*Appointment Type:*

Annual\_\_\_ Semester\_\_\_  
Term \_\_\_ Temporary\_\_\_ Continuing\_\_\_ Permanent\_\_\_ M/C\_\_\_\_\_

Name: \_\_\_\_\_

Social Security # \_\_\_\_\_ Line # \_\_\_\_\_

Home address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Campus address: \_\_\_\_\_

Full-time\_\_\_\_\_ Part-time %\_\_\_\_\_ Salary: \_\_\_\_\_

Effective dates: From \_\_\_\_\_ To \_\_\_\_\_

Previous individual in this position: \_\_\_\_\_

Department: \_\_\_\_\_ Acct. to which this appointment will be charged: \_\_\_\_\_

Official Title: \_\_\_\_\_

Local Title: \_\_\_\_\_

Teach courses entitled:

For all Appointments attach:

- \_\_\_\_\_Resume/Vita
- \_\_\_\_\_I-9
- \_\_\_\_\_Official Transcripts

For Part-time Appointments:

- \_\_\_\_\_Maintain office hours as appropriate
- \_\_\_\_\_Other

**APPROVAL/REVIEW SIGNATURES**

**DATE**

\_\_\_\_\_/\_\_\_\_\_  
Chair/Supervisor

\_\_\_\_\_/\_\_\_\_\_  
Dean/Administrative Officer

\_\_\_\_\_/\_\_\_\_\_  
Vice President

\_\_\_\_\_/\_\_\_\_\_  
Budget Office

\_\_\_\_\_/\_\_\_\_\_  
Human Resources/Affirmative Action

\_\_\_\_\_/\_\_\_\_\_  
President