# Appointment Information Form for Student and Staff Appointments

# NAME:

Last First Middle

PHONE:       EMAIL: ­­­­­­­­

Student  Staff  Invigilator  Location of work:       \*See note below

**\*Note**: if the location of work is in SPPH, please contact Shannon Charney, Director, Administration & Operations, at [shannon.charney@ubc.ca](mailto:shannon.charney@ubc.ca) regarding workspace assignments in the School. Please include the following information in your request:

1. New employee appointment dates
2. New employee position title
3. Supervisor this position reports to
4. Workstation/office preference

Shannon will review your workspace request and advise if it is approved or if she requires additional information.

Possibility of extension? Yes  No  Position reports to:

**DURATION OF EMPLOYMENT**:

From:       To:       Monthly  Recommended

yyyy/mm/dd yyyy/mm/dd Hourly  rate of pay: \_

Status: Full-time  Part-time  FTE: \_     \_\_

**FUNDING**:

Speed chart Account Fund Department ID Project/Grant

Does the position require UBC to do a Criminal Record Check? Yes  No  [More on criminal record checks](http://www.hr.ubc.ca/administrators/managing-staff/criminal-record-checks/)

|  |  |  |
| --- | --- | --- |
| Please fill out section if you can. If not, leave for HR: | | |
| Position # | Business Title | Pay grade |
| Job ID (Competition #) | Employee group | Level |

Does the position require inclusion in the Occupational & Preventative Health program? Yes  No  [More on OPH Program](http://www.hr.ubc.ca/health/occupational-preventive-health/enrol/)