



MISSING HIRING DOCUMENTATION WAIVER FORM

This form **MUST** be signed and attached to the CSU -1 form for ALL unit 3 (faculty) and unit 11 (academic student employees - TA, GA, ISA) hires upon informal offer of employment.

Part I: *To be completed by department chair and attached to the applicants' CSU - 1 form.*

_____ Last Name _____ First Name _____ MI _____
 Department: _____ College: _____
 _____ Chair's Signature _____ Date _____

Missing Document Checklist

Department\College will provide:

Mark "X" if Missing	Items Required	*Expected Delivery Date
	Request for LiveScan Service (fingerprinting) Initiated, if needed	
	Other: _____	

Applicant\Employee will provide:

Mark "X" if Missing	Items Required	*Expected Delivery Date
	Completed LiveScan (fingerprinting) Form, if needed	
	Sealed Official Transcripts for Terminal Degree	
	Three (3) Recent Letters of Recommendation	

***Documentation MUST be received by October 15 for fall hires and March 15 for spring hires or within 2 months.**

Part II: *To be filled in and signed by the employee whose CSU-1 form is attached.*

I _____, agree to submit to my CSUF department, the documents indicated in the "Employee Will Provide" section above, if any, by the date(s) listed.

I understand and accept that submission of the above listed items by such dates is required in order for me to receive any future appointments with California State University, Fullerton.

_____ Signature of Applicant (Employee) _____ Date _____

Please forward this completed form & CSU-1 form immediately after employee signs to Human Resources Academic Talent Management department in CP - 740.

PART III: *To be completed by the division of Human Resources, Diversity, and Inclusion. HR will contact department in October or March to validate receipt of all required items.*

Employment Services Staff, please indicate date missing documentation received in the appropriate space below.

Document Rcvd: _____ Date Rcvd: _____ Initials: _____
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