

**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 Employment Services department in CP - 700.**

**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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