

**EAST TEXAS BAPTIST UNIVERSITY  
PERSONNEL OFFICE  
Marshall, Texas**

**PERSONNEL AUTHORIZATION FORM  
(Complete in detail and forward to Personnel Office)**

Date: \_\_\_\_\_

\_\_\_\_\_ Title of Vacant Position \_\_\_\_\_ Employing Department

\_\_\_\_\_ Hrs. per week \_\_\_\_\_ Recruiting Rate \_\_\_\_\_  
(A rate above the minimum must be approved in advance by Vice President for Administration and Finance)

EDUCATION None Ability to Grade High  
PREFERRED: Required \_\_\_\_\_ read & write \_\_\_\_\_ School \_\_\_\_\_ School \_\_\_\_\_

\_\_\_\_\_ Technical training in \_\_\_\_\_

\_\_\_\_\_ Bachelor's degree in \_\_\_\_\_

(Field of Study)

\_\_\_\_\_ Master's degree

\_\_\_\_\_ Doctoral degree

<b>If part-time, are students acceptable?</b> _____ <b>Length of time this position will last,</b> <b>(If indefinite so state)</b> _____
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SKILLS Shorthand Typing Calculator Will employee use  
REQUIRED wmp \_\_\_\_\_ wmp \_\_\_\_\_ \_\_\_\_\_ dictating equip? \_\_\_\_\_  
Computer \_\_\_\_\_ Word Processor \_\_\_\_\_ Other office machines \_\_\_\_\_

EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF JOB DUTIES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please refer qualified applicants to \_\_\_\_\_  
(Name of interviewer)

\_\_\_\_\_ Beginning \_\_\_\_\_  
(Campus Address) (Telephone) (Date)

This position will be available \_\_\_\_\_  
(Date)

This is a replacement for \_\_\_\_\_, Who \_\_\_\_\_  
(Name of employee) (Resigned/Transferred)

Effective \_\_\_\_\_ (His) / (Her) rate was \$ \_\_\_\_\_ per \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature of Unit/Dept Head Vice-President of Division Signature of President