



# EMPLOYMENT REQUEST FORM

CENTER FOR VETERANS  
RESEARCH AND EDUCATION

**Job Title:** \_\_\_\_\_

CVRE Project(s): \_\_\_\_\_

Allocation Rate (%) project will be expensed for position: \_\_\_\_\_

Pay rate: \_\_\_\_\_ per hour/annual (choose one). Do NOT include Fringe Benefits.

VA Supervisor: \_\_\_\_\_

Supervisor email: \_\_\_\_\_ Supervisor Phone # \_\_\_\_\_

WOC Process (estimate 30-60 days)?

\_\_\_\_ Yes, date completed (or estimated date): \_\_\_\_\_

\_\_\_\_ No, not required

Company Equipment, e.g., laptop, cell phone, etc.: \_\_\_\_\_

## New Hire/Candidate Information:

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

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

**Employment start date:** \_\_\_\_\_

## Employment Type:

\_\_\_\_ Regular:

\_\_\_\_ Full Time \_\_\_\_ Part Time (Number of hours per week: \_\_\_\_\_)

\_\_\_\_ Temporary / Seasonal from Month: \_\_\_\_\_ through Month \_\_\_\_\_

\_\_\_\_ Full Time \_\_\_\_ Part Time (Number of hours per week: \_\_\_\_\_)

## Work Schedule:

\_\_\_\_ Monday start and end time: \_\_\_\_\_

\_\_\_\_ Tuesday start and end time: \_\_\_\_\_

\_\_\_\_ Wednesday start and end time: \_\_\_\_\_

\_\_\_\_ Thursday start and end time: \_\_\_\_\_

\_\_\_\_ Friday start and end time: \_\_\_\_\_



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### IMPORTANT NOTE:

Approval for employment is subject to having an executed contract on file for the award from which the employee will be paid. In addition, funding must be available per the award/contract budget for approval to hire. **The CVRE Executive Director is the only authorized individual to make offers of employment for CVRE, per the CVRE Policy Manual.**

### Employment Request Form completed by:

Principal Investigator (PI) Name: \_\_\_\_\_  
(print name)

PI Email: \_\_\_\_\_ PI Phone #: \_\_\_\_\_

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

Return Employment Request Form to: [hr@cvre.org](mailto:hr@cvre.org)

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**HR Generalist**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
**Executive Director**