



EMPLOYMENT REQUEST FORM

CENTER FOR VETERANS
RESEARCH AND EDUCATION

Job Title: _____ (attach Job Description)

CVRE Project(s): _____

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

Pay rate: _____ per hour/annual (choose one). Do NOT include Fringe Benefits. Best practice is to match VA GS level for the position offered.

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 or Controller are the only authorized individuals 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, a copy of the Job Description and the candidate's resume to:

Deborah Maloney, MSM, CRA
Executive Director
1 Veterans Drive (151)
3P-129
Minneapolis, MN 55417
Deborah.Maloney@cvre.org
(612)467-5732

Onboarding:

Executive Director has determined that the position will be **NON-EXEMPT / EXEMPT** (circle one) based on the guidelines as provided by Section 13(a)(1) of the Fair Labor Standards Act (FLSA), as defined by Regulations, 29 CFR Part 541.

Authorized Signature: _____ Date: _____
Deborah Maloney, Executive Director