



# STUDENT EMPLOYMENT AUTHORIZED SIGNATURE FORM

In an effort to assure that paperwork is signed by authorized personnel from your department/site, please complete this form and return it to the Student Employment Office (SEO). If more than one designee is needed for the same department/site please complete a "Change of Authorized Signature" form to add a signature to your department/site file.

If you have any questions or concerns, you may contact Heather Yates at (951) 222-8291.

## Academic Year

\_\_\_\_\_  
Name of Department/Site

\_\_\_\_\_  
Date of Authorization

\*\*\*\*\*

## Designated Authorization

The following person is authorized to approve and sign paperwork on a **regular basis**.

\_\_\_\_\_  
Name of Designee (Please type)

\_\_\_\_\_  
Signature of Designee

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## Temporary/Emergency Authorization

In the event of an emergency and the above designee and the approval signer are not available for signature, the following person is authorized to approve and sign paperwork **as an alternate**.

\_\_\_\_\_  
Name of Designee (Please type)

\_\_\_\_\_  
Signature of Designee

\*\*\*\*\*

## Approval Signature

By signing below, I authorize the persons above to approve and sign paperwork necessary in employing students in my department or worksite.

If the above names change, please complete an “**Add/Change of Authorized Signature**” form.

\_\_\_\_\_  
Name of Dean, Director, Manager, (Please type)  
Principal, Asst. Principal, Dept. Head.

\_\_\_\_\_  
Signature of Dean, Director, Manager,  
Principal, Asst. Principal, Dept. Head.