

CSU Employee Exam Request

Please complete and return along with your resume and/transcripts to the OHR. Once all information has been received, and reviewed to determine if you meet the requirements to test for requested exam, you will be contacted to schedule your exam.

An unofficial copy of your transcript will suffice for testing purposes, however an official transcript (sent directly from the school) for all education credits earned beyond high school will need to be submitted to CSU's Office of Human Resources to confirm number of credit hours, degrees, certificates, etc. no later than ten (10) working days from the date of an examination. If your official transcript is already on file with CSU, please indicate below by providing the name of the classification/examination and the date when you provided this information.

Last Name: _____ First Name: _____
 Home/Cell Phone: _____ Work Phone: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Department: _____ Email: _____
 Current Classification: _____ Exam Requested: _____

I have an official transcript on file. Yes No If yes, please indicate the name of and date of exam when you provided information: _____

Indicate Highest Grade Completed:

Grade School:	8					
High School:	9	10	11	12	Grad	GED
Other:	1	2	3	4		
College:	B	M	Ph.D			

Work Desired: Full Time Part-Time *Temporary*

AUTHORIZATION FOR RELEASE OF INFORMATION

I authorize the release of information and records relative to my previous performance and employment history at CSU to prospective supervisors. Performance evaluations, letters of recommendation and reprimand, and other documents in my employee record relevant to my past job performance may be reviewed by prospective supervisors. Any review of documents in my file will be conducted in accordance with applicable University Personnel policies. I understand that information thus acquired may be considered in determining my suitability for employment.

Signature of Employee: _____

Date of Request: _____

For Human Resources Use Only – Please Do Not Write Below This Line.

Veteran's Preference:

Previously Verified: 3 5 10 If Not Previously Verified: Date Served From: _____ to _____

Type of Discharge: _____

Eligibility: Yes No 3 5 10 Date of Verification: _____

TEST	OE/PROM/RW	SCORE	DATE TAKEN	HR Rep

Verified By _____ Date: _____