



# 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 Student Employment at (951) 571-6252.

Academic Year 20\_\_\_\_/20\_\_\_\_

\_\_\_\_\_  
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

\*\*\*\*\*  
**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 request a “**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.