

# PTL/COAD Appointment Application

<p>Please Check <u>One</u></p> <p><input type="checkbox"/> NEW <input type="checkbox"/> RETURNING</p>	<p>Please Check <u>One</u></p> <p><input type="checkbox"/> PTL <input type="checkbox"/> COAD (Type 1, TA, Fellow w/Add'l Appt.)</p>
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IF NEW ADDRESS, go to <http://rias.rutgers.edu/> and update [Personal Information Summary](#)

<b>EMP ID</b>		<b>SSN:</b>		<b>DOB:</b>	
Name:				Gender	
Address:				Apt, Unit Suite	
City:		State		Zip	
Email:				Phone	

Will you have another Rutgers position, salaried or hourly, (*in addition to this appointment*) while working in the Linguistics Department? **Yes No**

If Yes, Employee Class  Title  Dept.:  Expiration Date   
(Employee Class 3, 4 or 5 may not hold dual appointments)

Are you **Co-Teaching** (*teaching with another instructor in the classroom*) any courses this semester? **Yes No**

If Yes, List course(s):

Is this your first appointment at Rutgers? **Yes No**

If no, please give information of last appointment / position held at Rutgers.

Employee Class:  Title:  Dept:  Expiration Date:

Are you a U.S. citizen? **Yes No**

If No, Country of Origin:  Visa Type:

Date Issued:  Expiration Date:

Are you enrolled in a graduate program at Rutgers? **Yes No**

Are you currently enrolled in a retirement system? **Yes No**

**Business Office Use:**

Index#	Course Name	Curr #	Crse #	Sec #	Stop	Account	Org ID	Salary

**DECLARATION FORM FOR FALL/SPRING SEMESTER PTLs AND TEACHING COADJUTANTS**

TO BE FILLED OUT AND SIGNED BY THE PTL/TEACHING COADJUTANT CANDIDATE PRIOR TO APPOINTMENT EVERY SEMESTER.

1. Do you work 50% or more time for any of the below? **Yes No**

If yes, check the one for which you work.

State of New Jersey

Office of the Governor

Office of Management and Budget

Department of Law and Public Safety

Office of Administrative Law

Commission of Higher Education (not including Employees of State Colleges and Universities below the title of level of Dean)

Department of Community Affairs

Department of Labor

Department of Agriculture

Department of Treasury

Division of Pensions

Judiciary

Department of Health

Department of Personnel

Legislature

Public Employment Relations Commission

Department of Environmental Protection

United States

Department of Education

Department of Agriculture

Department of Justice

Judiciary

Department of Labor

EEOC

IRS

Department of Health & Human Services

State Department

Attorney General's Office

Environmental Protection Agency

Immigration/Naturalization Service

Legislature

2. Do you work for a law firm, which has represented or is presently representing Rutgers? **Yes No**

3. Are you otherwise a regularly appointed Rutgers employee 50% or more time? **Yes No**

4. Were you employed as a Rutgers Teacher Assistant or faculty member for both semesters of the immediately preceding Academic Year? **Yes No**

5. In which year and semester, and by which academic unit and department, were you last employed by Rutgers as a Part-time Lecturer?

**Year** \_\_\_\_\_ **Fall** \_\_\_\_\_ **Spring** \_\_\_\_\_

**Academic Unit** \_\_\_\_\_ **Department** \_\_\_\_\_  
(English department's Academic Unit is **SAS**)

Not Applicable; never previously employed by Rutgers as a PTL \_\_\_\_\_

Name of Candidate \_\_\_\_\_

Signature of Candidate \_\_\_\_\_ Date: \_\_\_\_\_