



RUconnection Card Office
 Busch Campus Center • Rutgers, The State University of New Jersey
 604 Bartholomew Road • Piscataway • New Jersey 08854-8002 • 732/445-6949

Application for Type 4 Casual Staff ID Card

Type 4 Casual employees who require access to University libraries and other facilities to perform job duties may be issued an ID card for the length of their employment with Rutgers University. This card allows them faculty/staff library borrowing privileges. It may also permit use of recreational and computing facilities as determined by such facilities. Additionally, it serves as a general identification card within the University.

To apply for a card, complete this application and have it signed by the appropriate Department Chair, Center Director or Dean. Completed applications should be presented in person, with a passport, drivers license or other positive form of ID, at the RUconnection Card Office.

PLEASE PRINT

Employee Name: _____

Social Security Number: _____

Department/Center: _____

Period of Appointment: _____
 (e.g., 5/1/00 – 9/30/01)

Campus Address: _____

By signing below, the Department Chair, Center Director or Dean acknowledges that the employee listed above will be working in the Department or Center for the period specified, and requires access to University facilities to perform job duties. The Libraries will provide staff status and borrowing privileges to the individual named on this form. The Department/Center will assist the Libraries to insure that the individual returns all library materials at the end of the term specified, and sponsors the employee's use of all other University facilities.

Department Chair, Center Director or Dean:

 Signature (no stamps, please)

 Date

 Print Name

 Phone Ext.