

New Hire Form – Student / Casual Employee

Employee Name:

Employee ID: (leave blank if new)

Employee Address:

City: State:

ZIP Code:

Date of Birth: Gender: Female Male

Does Employee have a Social Security Number? Yes No (If no, please include the SSA receipt of application with attachments)

Action Requested: New Appointment/Rehire Add Another Position

Employment Type: Student Casual Employee
 Work Study (the Work Study Eligibility Form must be provided)

Position Title:

Action Start Date: Hours Per Week:

Hourly Pay Rate:

Additional Information regarding Hire: