

New Hire       Rehire

**IMPORTANT NOTICE:** A temporary employee (excluding employees from outside employment agencies) may not begin work until ALL required signatures are on this form and the Hiring Manager receives a confirmation from the Office of Human Resources.

The Application for Employment Form, resume, and at least three reference checks must be attached to this form before final approval will be given.

The temporary employee must report to the Office of Human Resources at 8:30 a.m. on the first day of employment to complete an *Employment Eligibility Verification (I-9) Form* and present any of the accepted forms of identification specified on the I-9 Form (social security card, driver's license, passport, birth certificate). In addition, the employee must complete the *Employee Biographical Information Form*, *W-4 Tax Form*, and *NYS IT-2104 Tax Form*.

**NAME:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ACCOUNT#:** \_\_\_\_\_      **DEPARTMENT:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_      **END DATE:** \_\_\_\_\_ (not to exceed 6 months)

**HOURLY RATE** \_\_\_\_\_      **AVERAGE HOURS PER WEEK:** \_\_\_\_\_

**BUILDING** \_\_\_\_\_      **ROOM** \_\_\_\_\_      **EXT.** \_\_\_\_\_

Replacement       Addition to Staff

**REASON FOR HIRE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### APPROVALS:

\_\_\_\_\_  
Supervisor Signature      DATE

\_\_\_\_\_  
Line Executive Signature      DATE

\_\_\_\_\_  
Vice President for Business Affairs Signature      DATE

\_\_\_\_\_  
Assistant Vice President, Office of Human Resources Signature      DATE