

PERSONAL DATA - NEW HIRE ONLY

Complete this form after you have accepted an offer of employment and after you have completed DHS Form I-9

Employee's Name _____
Last First M.I.

Legal Address* _____
Number Street Apt # City State Zip Code

*P.O box and school addresses cannot be accepted.

Mailing Address _____
Number Street Apt # City State Zip Code

Please provide your work address if living and working out of state.

Home Phone # _____ Business Phone # _____ Cell Phone # _____

Personal Email Address _____

Statistical Data

Date of Birth _____ Gender: Female Male Nonbinary

Additional Information

1. Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?

Yes No

2. Can you perform these essential functions of the position for which you are applying? If no, please explain on a separate sheet of paper.

Yes No

3. Are you legally eligible for employment in the United States?

Yes No

4. Have you ever been convicted of, pled guilty to, or "no contest" to:

Yes No (a) Felony

Yes No (b) Misdemeanor (If Yes, Check the appropriate jurisdiction below.)

State Court City Court Federal Court

Yes No (c) Traffic Violation (other than a minor violation*)

Yes No (d) Denied a Bond

If yes to any or all of the questions in section 4, you must explain, in detail, on a separate sheet of paper.

*Driving without a license, DWI, DUI, reckless, and 'hit and run' are not 'minor' violations.

Employee Signature (Please sign in ink) _____
Date

Note: All employees must complete both W-4 and IT-2104 (or IT-2104E). Students are not automatically exempt from paying taxes. Please read instructions on the withholding forms before forwarding to the Research Foundation, or contact the IRS for additional information. Non-Resident aliens should contact the Payroll Manager for any special tax considerations.