

NON-STUDENT EMPLOYMENT AUTHORIZATION FORM

Supervisors:

- Submit this form to Human Resources as the final step of the HR interview/hire process.
- New Employees must come to HR to fill out additional paperwork (W-4s, Form I-9, display identification).
- Any employee who fails to submit complete paperwork cannot be included in the Part-Time Payroll.

Personal Information: To be completed by Employee

Full Name: _____
Last *First* *M.I.*

Home: _____
Street Address *Apt. #*

_____ *City* *State* *ZIP Code*

Home Phone: () _____ Cell Phone: () _____

E-mail: _____ Social Security Number: _____

Birth Date: _____ Gender: ___M ___F Marital Status: ___Single ___Married

Ethnicity: _____
___American Indian or Alaskan ___Caucasian ___Hispanic or Latino
___Asian ___Hawaiian or Pacific Islander ___Two or more races
___Black or African American

Have you worked previously for MBI? ___Yes ___No Previous position: _____ Employee ID#: _____

Emergency Contact Information: To be completed by Employee

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Primary Phone: () _____ Alternate Phone: () _____

Relationship: _____

Job Information: To be completed by Department

Title: _____ Department: _____

Start date: _____ Hourly rate: \$ _____ Hours per week: _____

Supervisor: _____ Phone Ext: _____ Budget unit: _____

Manager Approval: _____ Date: _____

HR USE ONLY

Human Resources Approval: _____ Date: _____

Tax: ___/___ I-9 Status: C PR RA Clock#: _____ Job code: _____