

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: _____