



Activity \_\_\_\_\_

Name (Last, First, Middle) \_\_\_\_\_

Position (Please use title listed in Budget) \_\_\_\_\_

Pay Rate: Weekly or Hourly \_\_\_\_\_

Effective Starting Date \_\_\_\_\_

Ending Date \_\_\_\_\_

Primary Supervisor \_\_\_\_\_

Backup Supervisor \_\_\_\_\_

**Employee may not work until all hiring paper work has been signed by the employee.**



\_\_\_\_\_  
Activity Director or Business Manager Signature



**TO BE FILLED OUT BY EMPLOYEE:** \_\_\_\_\_

Email		Name Last		First	Middle
<b>PERMANENT ADDRESS</b>				<b>LOCAL ADDRESS</b>	
Street Address				Street Address	
City	State	Zip Code		City	State Zip Code
Phone Number ( ) -				Phone Number ( ) -	
<b>EMERGENCY CONTACT INFORMATION</b>				<b>DISCLOSURE OF INFORMATION</b>	
Contact Person		Relationship		<b>UC DIRECTORY</b> Check box for information you DO NOT want listed. Permanent Address <input type="checkbox"/> Home Phone Number <input type="checkbox"/> Spouse's Name <input type="checkbox"/>	
Phone Number ( ) -				<b>EMPLOYEE ORGANIZATIONS</b> Do you want your home address released to employee organizations? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>DATE OF BIRTH</b>				<b>STUDENT STATUS</b>	
MO / DY / YR				<b>UC STUDENT STATUS</b> Not Reg. <input type="checkbox"/> Deg. Cand Not Reg. <input type="checkbox"/> Undergrad <input type="checkbox"/> Grad <input type="checkbox"/>	
<b>PERSONAL INFORMATION AND CITIZENSHIP STATUS</b>				Units this Quarter	
Sex Male <input type="checkbox"/> Female <input type="checkbox"/>	US Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>	Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Year of high school graduation	Prior UC employment Yes <input type="checkbox"/> No <input type="checkbox"/>	Department: Date last worked:		W-4 Information	W-2 Electronic Yes <input type="checkbox"/> No <input type="checkbox"/>
				Direct Deposit Yes <input type="checkbox"/> No <input type="checkbox"/>	

**IMPORTANT INFORMATION** You will be required to sign other forms. Pursuant to federal law, only original identification documents will be accepted.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_