

NEW EMPLOYEE PERSONAL DATA FORM
CONTRACTUAL NO BENEFITS (Contract)
ADJUNCT FACULTY - Credit or Continuing Education (Stipend)
TEMPORARY (Hourly)
INTERN (Stipend)

Instructions: The following data is needed to establish a personnel record for you as a new employee at AACC. Please complete all information and, if changes occur, be sure to notify the Human Resources Department. Forms for such changes are available through Human Resources or can be found on the Intranet, Human Resources, Forms.

PLEASE PRINT

Social Security Number: _____ - _____ - _____ Employment Start Date: _____

 Name _____
 Prefix Last Name First Name MI Suffix

Street Address _____

City _____ State _____ Zip _____ County _____ Township (PA only) _____

Date of Birth (MM/DD/YYYY): _____ Gender: Male Female

Home Telephone Number _____ Cell Telephone Number _____ Email Address _____

THE FOLLOWING INFORMATION IS REQUIRED FOR INSTITUTIONAL STATISTICAL DATA REPORTING PURPOSES:

Ethnicity (check one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Race (check one or more) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
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EMERGENCY CONTACT INFORMATION:

Primary Contact:

Name (please print) _____ Relationship _____

Day Phone _____ Evening Phone _____

The information contained on this form is true and accurate to the best of my knowledge:

Employee Signature _____ Date _____

ATTENTION: HIRING MANAGER, INSTRUCTIONAL SPECIALIST, DEPARTMENT CHAIR OR DESIGNEE

To ensure timely processing of payroll, please see that the following documents listed below are forwarded as a packet with this Personal Data Form for all new hires. All items are required and must be received in Human Resources before we can legally enter a new hire into Colleague.

All Employees:

- | | |
|---|--|
| <input type="checkbox"/> I-9 Form (Employment Eligibility Verification Form) | <input type="checkbox"/> State Tax Form |
| <input type="checkbox"/> Temporary Employee Hiring Request (hourly only) | <input type="checkbox"/> Federal Tax Form |

Also required for Adjunct Faculty:

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- Undergraduate & Graduate Official Transcripts**
- (submit directly to Office for Learning with
- application**
- , resume and cover letter to attention of Associate Vice President for Learning, LUDLUM 204A)