



Year: 20____ Check One: ___ Winter 2010 *12/21/09-1/15/2010* ___ Winter 2011 ___ Winter 2012

DEPARTMENT: _____ HIRE DATE/1st DAY WORKED: _____

NAME: _____ CWID or SS #(for new hires) ____-____-____

HOME PHONE: _____

STREET ADDRESS: _____ CITY/STATE: _____ ZIP: _____

GENDER: ___ M ___ F RACE/ETHNIC: ___ White ___ Black ___ Hispanic ___ Asian ___ Indian/Alaskan Native

BIRTHDATE: _____

COURSE NO: _____ TITLE: _____ TCH: _____

Course Meeting: Room No. _____ Day _____ Hours _____

Has individual worked at MSU previously? ___ Yes ___ No If yes, when? _____

The following items must be included for all new, first-time appointees or if there has been a two year break in service at MSU:

- Application and Qualification Form _____
- Employment eligibility and Verification Form (I-9) (attach copies of document) _____
- Personal Vitae or Credentials _____
- Official Transcripts _____
- Two letters of recommendation (including last employer) _____
- AA Recruitment Report has been filed for position vacancy no. _____ V# _____

NEW HIRES: COPIES OF THE SOCIAL SECURITY CARD, I-9, AND W-4 CARD MUST BE ATTACHED

Div/Dept/Unit _____ / _____ / _____

Adjusted Contact Hours _____ x Rate = Total Amount: \$ _____

Rate of pay per contact hour to be consistent with Article XIV of the Adjunct agreement

Requested by: _____
Dept. Chair/Director Date

FOR HUMAN RESOURCE USE ONLY

SCREEN 16:

Job: **E** Begin Date: _____ End Date: _____ Position: _____ Flag: **Y**

Bracket: **K010A**

SCREEN 12: Ck Dist Code: _____ Time Cert. Required _____ **SCREEN 036:** Effort Type _____