

New Hire Information

Short Form

This form is used to collect new hire information as part of the on boarding process, please complete all fields below and return your completed form to the requester

First Name:	
Last Name:	
Contact Phone:	
Contact Email:	
Date of Birth (MM/DD/YYYY):	
Citizenship Status*	
<i>Citizenship Classification**</i>	

**This information is needed as part of the onboarding process to ensure all required paperwork is sent to the new hire for completion*

***Only required if citizenship status is "INTERNATIONAL" otherwise select "N/A" from the drop down menu*

Departments: *Once the new hire has completed the form and returned it to you, please initiate your AAOU SSC RT Ticket, along with all required supporting documentation.*