

Unit Name \_\_\_\_\_

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

Pay Rate: Weekly or Hourly (Please indicate weekly or hourly) \_\_\_\_\_

Effective Starting Date (1-week from Date Signed) \_\_\_\_\_

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

Unit Director or Business Manager Signature \_\_\_\_\_

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

TRS Identifier (Hourly positions must include a timesheet identifier) \_\_\_\_\_

UC Davis Student ID \_\_\_\_\_

Ending Date (or Anticipated Graduation for Hourly) \_\_\_\_\_

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

UC Davis Employee ID: \_\_\_\_\_

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

**TO BE FILLED OUT BY EMPLOYEE:**

LEGAL NAME: LAST		FIRST		MIDDLE		UC DAVIS EMAIL		
PERMANENT STREET ADDRESS				LOCAL STREET ADDRESS				
CITY		STATE	ZIP CODE	CITY		STATE	ZIP CODE	
PHONE NUMBER:				PHONE NUMBER:				
EMPLOYEE DATE OF BIRTH:				STUDENT STATUS:				
PERSONAL INFORMATION AND CITIZENSHIP STATUS				Not Registered	Degree Candidate Not Registered	Undergraduate	Graduate	Units this Quarter
Sex	U.S. Citizen	Permanent Resident		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> NB	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N						
Year of High School Graduation	Prior UC Employment	Department last worked		DISCLOSURE OF INFORMATION				
	<input type="checkbox"/> Y <input type="checkbox"/> N			UC DIRECTORY * Check box for information you DO NOT want listed. *		EMPLOYEE ORGANIZATIONS Do you want your home address released to employee organizations?		
EMERGENCY CONTACT INFORMATION				Permanent Address	Home Phone Number	Spouse's Name	<input type="checkbox"/> Y <input type="checkbox"/> N	
Contact Person		Relationship		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PHONE NUMBER:				* Sign up below at: <a href="http://directdeposit.ucdavis.edu">directdeposit.ucdavis.edu</a> . *				
W-4 INFORMATION		W-2 Electronic:		Direct Deposit:				
		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N				

**\* IMPORTANT INFORMATION:** You will be required to sign other forms. Pursuant to federal law, only original identification documents will be accepted. You can not start work until all required hiring documents are completed. \*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>ASUCD HQ USE ONLY:</b>		Aggie Case #: _____	Date Submitted: _____
<input type="checkbox"/> Position Verified in Budget	<input type="checkbox"/> Verified Application	VL #: _____	
<input type="checkbox"/> ASUCD Newsletter	<input type="checkbox"/> Work study	EEID #: _____	