

Kenyon College New Temporary Employee Registration Form



Supervisor, please read the sections below carefully, and complete each item.

Employee Information

Name: Last, First, M.I.

TITLE & DEPARTMENT

Current Home Address List Street Address, P.O. Box if applicable, City, State, Zip. Cell Phone *This will be used for
Emergency Notifications

Home E-mail

Home Phone: **To complete only if no cell phone is available.**

Date of Birth

Social Security Number

Citizenship:

U.S. Citizen Permanent Resident Non-Immigrant - Visa Type/#:

The following demographic information encompasses categories from multiple reporting agencies & is voluntary for employees to provide.

Gender

Male Female

Ethnicity

- 01 - Black, Non-Hispanic 02 - American Indian/Alaskan Native 03 - Asian 0F - Non-resident Alien
 04 - Hispanic 05 - White, Non-Hispanic 06 - Unknown
 07 - Other 08 - Multi-Racial 09 - Hawaiian/Pacific Islander

The information below must be completed by the hiring supervisor. Temporary employees generally work less than 20 weeks. Federal regulations require that new employees hired by Kenyon College must be able to produce documents that establish their identity and employment eligibility by their FIRST WORKING DAY. If this employee is under 18 years of age, please contact the Human Resources Office before the new hire begins work.

Rate of Pay

Approximate # of Hours per Week

Start Date

Termination Date

Short Description of Duties

Supervisor's Signature _____ Senior Staff Signature _____

Account Number for Salary to be Charged

For HR Use Only:

Approved Rate of Pay:

Approval Signature: