

Human Resources New Hire Data Sheet – Part Time Employees



Employment Category: Check the category that applies to the position you are hired for:

Adjunct Faculty University Assistant Student Employee Graduate Intern Graduate Assistant

Department Assigned To: _____

Last Name	First Name	M.I.
Prefix: <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Suffix: <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> Other:		Date of Birth (MM/DD/YYYY)
Social Security #:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown
<input type="checkbox"/> Disabled* <input type="checkbox"/> Not Disabled *Please contact WCSU's Chief HR Officer at crattyf@wcsu.edu if work accommodations are needed		Do you have Veteran Status or Disabled Veteran Status: <input type="checkbox"/> YES <input type="checkbox"/> NO If YES: Military Branch & Service Dates: _____
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Legally Separated <input type="checkbox"/> Widowed		
Home Mailing Address: Street: _____ City: _____ State: _____ Zip Code: _____		
Preferred Phone #:		Email Address:
Ethnicity*: <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Not Specified <input type="checkbox"/> Two or more Races <input type="checkbox"/> White <i>* In compliance with federal and state regulations, Western Connecticut State University is required to collect and maintain data on the race, sex, and ethnicity identity of all employees. Your responses are strictly voluntary and will help in implementing Western's Affirmative Action program.</i>		
Have you ever worked for the State of Connecticut before? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, where?		
Are you interested in receiving your paycheck via direct deposit? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes – Complete the Direct Deposit form: https://www.wcsu.edu/hr/wp-content/uploads/sites/57/2021/10/Direct_Deposit_FillableForm_1021.pdf		
Emergency Contact:		
Relationship:		
Phone #:		
Address:		

Please sign below acknowledging that the information provided above is correct to the best of your knowledge.

Employee's Signature

Date