

NEW HIRE FORM

To be completed only
for new Faculty and
Staff

If you are a new Faculty or Staff employee please complete this form in its entirety and return to the hiring department for submission to the Department of Human Resources. If you have any questions please contact the HR Service Center at 205-348-7732.

Please select the position you are filling: Faculty Staff

1. Personal Information (Please Print Legibly)

CWID: _____
Campus Wide Identification

Name: (First, Middle, Last) _____

Address: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Preferred First Name: _____ Date of Birth: ____/____/____

Gender: Male Female Citizen: Yes (U.S. Citizen/Permanent Resident) No (Non-Resident Alien)

2. Ethnicity and Race Information

The University of Alabama is required to collect ethnicity and race data in order to comply with U.S. Department of Education requirements as well as Affirmative Action program reporting requirements. Please self-identify your ethnicity and race by completing Sections 2A and 2B of this form.

A. Are you of Hispanic or Latino origin?

- No, not Hispanic or Latino
- Yes, Hispanic or Latino A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

B. In addition to Part A, please select one or more of the racial categories that are applicable to you.

- American Indian or Alaska Native A person having origins in any of the original tribal peoples of North and South America, including Central America, and who maintains affiliation or community attachment.
- Asian A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American A person having origins in any of the black racial groups of Africa
- Native Hawaiian or Other Pacific Islander A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

3. Emergency Contact Information (Person to be notified in case of an emergency – Please Print Legibly)

Name: (First, Middle, Last) _____

Phone Number: (____) _____ - _____

4. Retirement Information

Are you currently or have you ever been enrolled in or retired from either the (check one):

- Teachers Retirement System (TRS) Employees' Retirement System (ERS) Neither
- Previously enrolled Previously enrolled
- Retired from TRS Agency Retired from TRS Agency
- Presently contributing through another TRS agency Presently contributing through another ERS agency

If you checked TRS or ERS above, are you currently receiving a monthly retirement check from either of these systems? Yes No

Print Name: _____ CWID: _____

Signature: _____ Date: _____