# ANNE ARUNDEL COMMUNITY COLLEGE CONFIDENTIAL

## **NEW EMPLOYEE PERSONAL DATA FORM**

## **CONTRACTUAL NO BENEFITS** (Contract) **ADJUNCT FACULTY -** Credit or Continuing Education (Stipend)

**TEMPORARY** (Hourly) **INTERN** (Stipend)

**Instructions:** The following data is needed to establish a personnel record for you as a new employee at AACC. Please complete all information and, if changes occur, be sure to notify the Human Resources Department. Forms for such changes are available through Human Resources or can be found on the Intranet, Human Resources, Forms.

#### PLEASE PRINT

Social Se	ecurity Number:		Employment Start Da	te:		
Name	Prefix Last Name		First Name	MI	MI Suffix	
			First Name		Sullix	
Street Add	dress					
City		State	Zip	County	Township (PA only)	
Date of B	Birth (MM/DD/YYYY):		Gender: M	lale Female		
Home Tel	ephone Number	Cell Telephon	e Number	Email Address	S	
THE FOLI	LOWING INFORMATION IS	REQUIRED FOR INS	TITUTIONAL STATISTIC	AL DATA REPORTIN	IG PURPOSES:	
	Ethnicity (check one)		Race (check one or more)			
	Hispanic or Latino		American Indian or Alaska Native Asian			
	Not Hispanic or Latino		Black or African American			
			Native Hawaiian or Other Pacific Islander			
			White			
<b>EMERGE</b> Primary (	ENCY CONTACT INFORM Contact:	ATION:				
Name (n	lease print)		Relations	ain		
name (pi			Relations	ΠÞ		
Day Phor	ay Phone		Evening Phone			
The infor	mation contained on this f	orm is true and accu	irate to the best of my ki	nowledge:		
Employee Signature			Date			
 А1		AGER, INSTRUCTI			 IR OR DESIGNEE	
	e timely processing of pay					
with this I	Personal Data Form for al egally enter a new hire into	I new hires. All item				
All Emp	plovees:					

#### Also required for Adjunct Faculty:

□ **I-9 Form** (Employment Eligibility Verification Form)

□ Temporary Employee Hiring Request (hourly only)

□ Undergraduate & Graduate Official Transcripts (submit directly to Office for Learning with application, resume and cover letter to attention of Associate Vice President for Learning, LUDLUM 204A)

□ State Tax Form

□ Federal Tax Form

Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC's compliance and compliants concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, <u>complianceofficer@aacc.edu</u> or Maryland Relay 711.