



NEW EMPLOYEE INFORMATION

Full Name _____ SSN _____ DoB _____

Preferred Name _____ Directory Print Authorization* Y/N _____

Optional Demographic Info: Hispanic Origin Y/N _____ Race* _____ Sex _____

* Directory Print Authorization permits the College to publish home contact information in a password-protected directory for employees.

* A=Asian/Pacific Islander; B=Black/African American; AI=American Indian/Alaskan Native; W=White/Caucasian; X=Two or more races.

Current Contact Information

Address _____

Primary Ph _____ Secondary Ph _____

Contact Information After Hire (if different)

Address _____

Primary Ph _____ Secondary Ph _____

Dependent Information (Only if Requesting Washington College ID Cards Upon Hire)

Spouse /Partner _____ SSN _____ DoB _____

Child _____ SSN _____ DoB _____

Child _____ SSN _____ DoB _____

Child _____ SSN _____ DoB _____

Emergency Contact Information

Name _____ Phone _____

Please complete this form and send to Human Resources upon acceptance of your employment offer. You may Fax to 410-778-7254 or .pdf to Employment@WashColl.edu. This information will be used to create your employee profile in the College HR/Payroll system (in advance of your hire date) to facilitate the assignment of College ID, email address, directory information, and publication of student course catalogues.

Upon hire, you will participate in a new employee benefits orientation to select health and retirement options. You will need to have proof of identity and eligibility to work in the U.S. in your possession (typically a US driver's license and Social Security Card, or US Passport, or Foreign Passport and Entry Visa). You will also need a void check or savings deposit form for automatic payroll deposit. Thanks for your help and welcome to Washington College.