

George Mason University Employment Information Sheet

The following information is requested in order to process your appointment at George Mason University. Your department will not be able to enter any information into the Human Resource Information System until this form is completed and received. No payment will be made until this form is completed in full. This information is used for reporting at the university, state, and federal levels.

Name _____ Date of Birth _____

SSN _____ G# _____

Perm Address _____

Home Phone _____

Emergency Contact Name _____ Relationship _____

Emergency Contact Address _____

Emergency Contact Phone _____

Citizenship (Check One) and Complete Federal I-9 Form

US Citizen Resident Alien Nonresident Alien

Are you a Veteran? yes no

Are you a George Mason student? yes no

If yes, what level? Part time Full time Undergraduate Graduate

Employee Signature _____ Date _____

Department Use Only – Checklist to ensure all documents are completed

- Employee Information Sheet
- Federal I-9 Form Completed
- Federal and State Tax Forms Completed
- Direct Deposit Form Completed
- Commonwealth's Drug and Alcohol Policy
- Conditions of Employment
- Selective Service Form (males only)
- Applicable Offer Letters
- Applicable Original Transcripts

Department Verification Signature _____ Date _____