New Hire Demographic Form

The hiring department to complete form upon applicant's acceptance of job offer

Note: This form must not be emailed or scanned if a Social Security Number is included

Personal Information

Email address_____
 (Important! This will be used by GatorStart to contact employee and should be a personal email address)

UFID _____ Hire Date _____/_____/_____
 (Important! Please ask employee if they have a UFID) mm dd yr

Name _____
 First Middle Last
(Important! Name must be as it appears on the social security card)

Date of Birth _____/_____/_____ Social Security # _____/_____/_____
 mm dd yr

Gender ❑ Male ❑ Female Marital Status ❑ Single ❑ Married

Citizenship Status ❑ Citizen ❑ Non-Citizen National of US ❑ Non-Resident Alien ❑ Perm Resident

Highest Education Level ❑ 2-Yr College ❑ Bachelor ❑ Doctorate ❑ High School Grad
 ❑ Less Than High School ❑ Tech School ❑ MD,DDS,JD
 ❑ Some College ❑ Master ❑ Other _____

Home Address & Phone (permanent physical address: may/may not be a US address)

Address Line 1 _____

Address Line 2 _____

City _____ County _____

State _____ Zip/Post Code _____

Country _____ Phone _____

Mailing Address & Phone (employee's local address: must be a US address)

Check here if same as permanent address ❑

Address Line 1 _____

Address Line 2 _____

City _____ County _____

State _____ Zip/Post Code _____

Country _____ Phone _____

Business Address & Phone (UF address: typically a PO Box)

Address Line 1 _____

Address Line 2 _____

City _____ County _____

State _____ Zip/Post Code _____

Country _____ Phone _____

Department Use Only (optional)

Department ID [_____]

Salary Plan _____ Position No. _____ JobCode _____

Empl Class _____ FTE _____ Std Hrs _____

Comp Rate _____ Workgroup _____ FICA status _____

Supervisor UFID_____

Notes: