

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 _____

Notes: