# 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**

(Important! Please ask employee if they have a UFID)

**Name**

(Important! Name must be as it appears on the social security card)

**Date of Birth**

(Important! Name must be as it appears on the social security card)

**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**

**State**

**Country**

**County**

**Zip/Post Code**

**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: