

Type of Request: ☐ New Hire ☐ Rehire ☐ Address Change ☐ Name Change

PERSONAL INFORMATION

Legal Name: Last: _____ First: _____ Middle: _____		Northwestern ID Number: <i>(if available)</i>
Former Legal Name: <i>(if requesting a Name Change; a copy of your Social Security Card showing your updated Legal Name must be attached)</i>		
Birthdate: <i>(MM/DD/YYYY)</i>	Social Security Number: <i>(new hires only)</i>	National Provider Identifier/NPI: <i>(Feinberg faculty physicians only)</i>
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married	I identify my gender as: <input type="checkbox"/> Female <input type="checkbox"/> Male	Northwestern University understands that the binary gender values do not reflect the inclusive nature of the community at large, but unfortunately external impacts have required this field to be limited. Please select the option with which you feel most comfortable.
Country of Citizenship:	Visa/Residency: <input type="checkbox"/> F1 <input type="checkbox"/> J1 <input type="checkbox"/> H1 <input type="checkbox"/> Other <input type="checkbox"/> U.S. Permanent Resident <i>(not a U.S. citizen)</i>	
In which state will you be performing work for Northwestern?		Are you interested in contributing to the Northwestern University Voluntary Savings Plan, a 403b pre-tax retirement savings plan? <input type="checkbox"/> Yes <input type="checkbox"/> No

Note: New hires must complete Form I-9 online (northwestern.i9servicecenter.com) by the end of their first day of work and provide required documentation to be employed and paid. If you are not a U.S. citizen or permanent resident, contact payroll@northwestern.edu to complete information in the Foreign National Information System (FNIS).

CONTACT INFORMATION

Note: Your Form W-2 is sent to your Local Home Address; update your contact information anytime at www.northwestern.edu/myhr.

Local Home Address		Secondary Mailing Address	
Is this address part of on-campus student housing? <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>(optional; please enter if your Local Home Address is unknown)</i>	
Number & Street:	Apt #:	Number & Street:	Apt #:
City:	State:	City:	State:
ZIP/Postal Code:	Country:	ZIP/Postal Code:	Country:
Work Phone Number <i>(indicate main office/department number if you do not know your direct extension):</i>			
Primary Home/Cell Phone Number:		Secondary Home/Cell Number: <i>(optional)</i>	
Personal Email Address:			

DEMOGRAPHIC DATA

Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No	What is your race? <i>(select one or more)</i>
	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input type="checkbox"/> White
	<input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander

Non-Discrimination Policies: Northwestern University is committed to providing an environment free of discrimination, harassment, and retaliation. Please visit the following websites to learn more about Northwestern's non-discrimination policies and complaint processes: www.northwestern.edu/equal-opportunity-access and www.northwestern.edu/sexual-harassment.

Signature: _____	Date: _____
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FOR TEMPORARY EMPLOYEES ONLY – to be completed by the hiring department

Northwestern Student Status: <input type="checkbox"/> Student <input type="checkbox"/> Non-Student		Does this assignment require driving? <input type="checkbox"/> Yes <input type="checkbox"/> No			
		Does this assignment require access to Northwestern Memorial Hospital records? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Assignment Begin Date:	Assignment End Date: <i>(if known)</i>	HR Dept ID#:	Job Code:	Hourly Rate:	Time Entry: <input type="checkbox"/> Swiper <input type="checkbox"/> Non-Swiper
Fund:	FN Dept:	Project:	Activity:	Chartfield1:	Account:
Supervisor Name:	Supervisor ID:	Supervisor Position #:	Supervisor Phone:	Supervisor Signature:	

Administrators: For temporary employees, review the hiring checklist and submission instructions at www.northwestern.edu/hr/temphires. For all others, mail or bring the original form along with other relevant hire paperwork to HR Operations, 720 University Place, 2nd Floor, Evanston, IL 60208.