

DRAKE UNIVERSITY

New Hire Information Form

To be submitted for all Full-Time and Part-Time Faculty and Staff Positions
All information on this form is required

This form does not take the place of faculty or lecturer letters or the Employment Status Form (Addition to Payroll) for part-time or temporary staff.

Name: _____
Last First Middle

Soc. Sec. No.: _____ - _____ - _____

* First day of Employment: _____ / _____ / _____ Campus Extension: _____

Position / Title: _____

Full-Time Regular Part-Time Lecturer/Part-Time/Temp. On-Call

Replacing: _____ Position Number : _____ OR New Position

Department/College: _____

Starting Salary: _____ Salary Grade: _____

Banner FOAPAL: _____

Home Address: _____
Street Apt. #

_____ City State Zip Phone Number

Date of Birth: _____ - _____ - _____

Submitted by: _____ Campus Phone Number: _____

*** Note:**

- Due to regulatory requirements, offer letters must be sent at least five (5) business days prior to the first date of employment for full-time and regular part-time employees.
- For part-time and temporary employees this form must be received in Human Resources one business day prior to the first day of employment.

Fax completed form to Human Resources 271-4546