

Questrom School of Business  
**TEMPORARY EMPLOYEE HIRE FORM**

Note: ALL sections of this form must be completed. Incomplete forms will be returned

**EMPLOYEE PERSONAL INFORMATION**

New Appointment    Reappointment

**WORK AUTHORIZATION STATUS:**       U.S. Citizen/Permanent Resident  
 Visa:      Country of Citizenship: \_\_\_\_\_  
Type of Visa: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
**Last Name**                      **First Name**                      **Social Security Number**                      **Date of Birth**

\_\_\_\_\_  
**Address**                      **City**                      **State**                      **Zip Code**

\_\_\_\_\_  
**Personal (Non-BU) Email**                      **Phone Number**                      **Gender**

Prior affiliation to Boston University? Please check all that apply:  Student  Staff  Faculty

If yes, Where? \_\_\_\_\_ When? \_\_\_\_\_ BUID? \_\_\_\_\_

**WORK ASSIGNMENT**

\_\_\_\_\_  
**Department Name**                      **10-digit SAP Account Number**                      **Estimated Hrs per Week**

start: \_\_\_\_\_ end: \_\_\_\_\_

**Appointment Period**                      **Hourly Pay Rate**

\_\_\_\_\_  
**Job Title:**

**Job Description:**

**Justification for Employment:**

**INCLUDE EMPLOYEE'S RESUME WHEN SUBMITTING HIRE FORM**

**AUTHORIZATION**

\_\_\_\_\_  
**Supervisor's Name**                      **Supervisor Signature**                      **Date**

\_\_\_\_\_  
**Department Authorization Name**                      **Department Authorization Signature**                      **Date**

*(for internal use only)*

DEAN'S OFFICE APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
ORG UNIT: \_\_\_\_\_ POSITION ID: \_\_\_\_\_ EFFECTIVE HIRE DATE: \_\_\_\_\_