

**TEMPORARY EMPLOYEE DATA SHEET**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle Initial

CAMPUS ID: \_\_\_\_\_

CURRENT LOCAL ADDRESS: \_\_\_\_\_  
Number & Street City State Zip Code

PHONE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Are you at least 18 years of age? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, do you have a work permit? \_\_\_\_\_ Yes (Attach copy) \_\_\_\_\_ No (Permit Required)

Have you ever been convicted of a felony or misdemeanor? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, indicate charges on which you were convicted: \_\_\_\_\_

Have you ever been employed by CMU before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, which department? \_\_\_\_\_ Dates Worked: \_\_\_\_\_

**LIST MOST CURRENT WORK EXPERIENCE:**

EMPLOYER: \_\_\_\_\_ PHONE: \_\_\_\_\_ - \_\_\_\_\_  
Name Address

DATE HIRED: \_\_\_\_\_ DATE LEFT: \_\_\_\_\_ TITLE OF POSITION: \_\_\_\_\_  
Month & Year Month & Year

To your knowledge, do you have any relatives employed by CMU? If yes, list name, relationship and area of employment.

Name	Relationship	Area
_____	_____	_____
_____	_____	_____

IN CASE OF EMERGENCY, NOTIFY: \_\_\_\_\_  
Name Address  
PHONE: \_\_\_\_\_ - \_\_\_\_\_  
Area Code Number

I certify that the above information is true to the best of my knowledge. I also understand that this information may be verified and any misrepresentation of facts may be considered cause for dismissal regardless of when discovered by the university. In addition, I certify that I have received a copy of the Temporary Employee appointment letter.

Signed By: \_\_\_\_\_