

Temporary Employee Hiring Cover Page

Employee Name _____

(as it appears on Social Security Card)

Employee ID number and/or Social Security Number: _____

Have you ever worked for NCSU before? ___ Yes ___ No

If so for what department _____

Are you either: ___ full-time student or ___ retired from NCSU ___ neither

Your e-mail Address: _____

Home phone: _____

Emergency contact : _____

(name, relationship, & phone number) _____

County of residence: _____

State/Country of birth: _____

Military Service & Dates: _____

Highest Education completed: _____

Supervisor Completes below

Hourly Rate: _____

Project-Phase #: _____

Appt. Begin Date: _____

Appt. End Date: _____

Estimated hours per week worked: _____

Program Leader: _____

Site Supervisor/Lab Mgr. _____

Hire or Rehire: _____

CDC: 095 Gardner 188 Fletcher

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Job Title:

_____	T100 Accounting Support	\$7.25 – 15.00
_____	T140 Office Support	\$7.25 – 12.00
_____	T500 IT Support	\$7.25 – 15.00
_____	T520 IT Specialist	\$15.00 – 26.00
_____	T640 Research & Lab Support	\$7.25 – 14.00
_____	T660 Research & Lab Specialist	\$14.00 – 22.00
_____	T670 Agricultural Support	\$7.25 – 14.00
_____	T680 Agricultural Specialist	\$14.00 – 25.00

Temporary Employee Category (Choose One)

1. _____ Student, NC State – Temporary employees who are enrolled for the current or upcoming semester at NCSU. **Student status is primary and working relationship is secondary.**

2. _____ Student, UNC System – Temporary employees who are enrolled for the current or upcoming semester at on of the universities within the UNC system. **Student status is primary and working relationship is secondary.**

3. _____ Student, Other – Temporary employee who are enrolled for the current or upcoming semester in a post-secondary institution outside the UNC system. **Student status is primary and working relationship is secondary.**

4. _____ Retiree, NC State – Retired from NCSU.
5. _____ Retiree, State of NC – Retired from the State of NC.
6. _____ Retiree, Other – Retired from other employment and receives some type of retirement income.
7. _____ Temporary – All other temporary employees not categorized above.
8. _____ Continuing Part-Time – Works less than 20 hours per week or sporadically, and thus does not fall into the 11-month temporary employment policy.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____