



**Johns Hopkins University**  
**Department of Mechanical Engineering**  
**New Hire Information Sheet**

<b>Employee Information</b>		
Salutation: <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other:
Full Name*: * International affiliates must list their names as shown on their passport.		
Employment Start Date:	US Social Security #*: *International affiliates please provide the Hopkins Government ID	
Date of Birth:	Citizenship:	
Full Residence Address:	Full Postal Address (if different):	
Phone#:	Alt. Phone#:	Email:
Race	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Two or more races	
Ethnicity	<input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino	
Veteran?	<input type="checkbox"/> Non-Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Recently Separated Veteran <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Other Protected Veteran <input type="checkbox"/> Special Disabled Veteran <input type="checkbox"/> Armed Forces Service Medal Veteran	
Last Degree Earned:	Date Last Degree Earned:	
<b>Emergency Contact Information</b>		
Name:		Telephone #:
Full Address:		
<b>International Employees Only</b>		
Visa Type:	Original US Entry Date:	
Visa Issue Date:	Visa End Date:	
Work Auth. Expiration Date:		
<b>Administrative Actions - For Department Use Only</b>		
Position Title:		
Work Location - Building and Room #:		
Reports To:	Salary Amount:	
Internal Order / Cost Center (if more than one, indicate % or amount to charge each):		
Org Unit: <input type="checkbox"/> 10001495 <input type="checkbox"/> 10003938	Standard Hours _____	
Position #:	Graduate student academic positions:	
Hire ISR #:	<input type="checkbox"/> Fellowship / non-employee = 1	
Position Maintain ISR #:	<input type="checkbox"/> Research Assistant = 10	
<input type="checkbox"/> I-9 Form Notification Sent to Employee	<input type="checkbox"/> Teaching Assistants = 5 (unless fewer)	
Notes:		