

Candidate Information

Current Status:

Candidate Name:

Candidate Birth Month and Day:

Is Candidate Under 18? Yes No

Last 4 Digits of Social Security Number:

Candidate E-mail Address:

Candidate Contact Information:

(home address and phone)

Will this candidate be working remotely? Yes No

Is Candidate a Foreign National or International Student? Yes No

If yes, what type of visa does candidate hold?

About This Job

Job Title:

Will Employee Work with Biohazardous and/or Medical Waste at Any Time During Their Temporary Employment? Yes No

Start Date:

End Date:

Hourly Rate:

Cost Object(s):

Please provide a brief description of duties:

Anticipated Hours Per Week:

Will this candidate be required to travel internationally on assignment? Yes No

Time Sheet Approver:

Will the candidate need a physical MIT ID card? Yes No

If yes, what account should be charged for the \$20 fee?

If the candidate does not have a Kerberos account, should an account be requested by HR? Yes No

Background Check Questions

Does the position require working with minors? Yes No

Will the position engage directly with students in residential life? Yes No

Does the position grant access to any sensitive confidential records that are protected under FERPA, such as transcripts or disciplinary records? Yes No

Is the position assignment with the Department of Facilities? Yes No

Does the position grant access to any secure or sensitive facilities? Yes No

Does the position grant access to any confidential records that are protected under HIPPA? Yes No

Does the position grant access to any financial, payroll or other personnel records? Yes No

Have you already identified an individual for this assignment who is a foreign national working in the US on a visa? Yes No

Do you intend to hire someone who is currently living outside the U.S. to perform this assignment remotely? Yes No

Do you intend to have this person work temporarily outside the U.S. for more than 30 consecutive days? Yes No