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**Pre-Hire and Access Provisioning Data Sheet**

**This form’s information will be used to initiate a direct hire/pre-hire and establish network provisioning including email, Gullcard, parking etc. PLEASE NOTE: This form contains Personal Identifiable Information (PII) and should *not* be submitted electronically.**

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| --- | --- | --- | --- |
|  | **Personal Data *(Required for Pre-Hire. Print or Type All Information)*** | | |
| ***Legal First Name*** | | ***M.I.*** | ***Legal Last Name:*** |
| ***Address 1 (full street address)*** | | ***Address 2 (city, state, zip code)*** | |
| ***Primary Phone:*** | | ***County:*** | |
| ***Email:*** | | | |
| ***Information required for HIRE:*** | | | |
| ***Social Security Number****:* | | ***Date of Birth (mm/dd/yyyy)*** | |

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| --- | --- | --- |
| **Previous USM Association: (Please identify if you have been employed by, a student at or been associated with Salisbury University or any other USM institution)** | | |
| Former Student or student applicant at SU | Former Employee at SU | Other association with SU |
| Former student or student applicant at any USM institution | Former employee at USM any institution | Other association with USM any institution |

**Please indicate institution and empl id (if known) for response above if applicable:**

|  |  |
| --- | --- |
| ***Institution:*** | ***Empl ID (if known):*** |

***Costing (for HCMAI use only)***

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| ***Cost Center / Grant Worktag:*** | ***USource:*** |