

### Miscellaneous Services Contract

If not a current employee of UW System, please have individual fill out new employee paperwork (page 2).

**Date:**

**Name / Employee ID:**

**Current Address:**

**Home/Cell Phone Number:**

**Personal Email Address:**

**Department in which work will be performed:**

This document reflects your agreement with UW-Whitewater to provide the services indicated below. The period covered by this agreement is **from** \_\_\_\_\_ **to** \_\_\_\_\_. For these services you will be paid \$\_\_\_\_\_.

<p><b>Description of services being provided:</b></p>   <p>Estimated hours <u>per work week</u> to perform these services: _____</p> <p>Funding string to be charged for services and the percentage:</p>
--

\*Contingency: This appointment is conditional pending the results of a criminal background check. The appointment will be withdrawn or terminated if the results are unacceptable.

\*Completed New Employee Paperwork (I-9, W-4 and Direct Deposit, etc.) must be submitted to Human Resources & in order to complete the hiring process (if needed).

\_\_\_\_\_  
Dept. Dean Date

\_\_\_\_\_  
Budget Office Date

\_\_\_\_\_  
Asst. /Assoc. Vice Chancellor Date

\_\_\_\_\_  
Provost/Chancellor sign *ONLY if direct report* Date

Please sign to indicate your acceptance of this appointment as outlined above. Payments cannot be processed until a signed copy is received.

\_\_\_\_\_  
Employee Signature Date

Once all necessary signatures are obtained, please forward to Human Resources, Hyer 330; Fax 262/472-5668; Phone: 262/472-1024.

# University of Wisconsin – Whitewater New Employee Information Sheet

**Legal Name** (Last, First, Middle): \_\_\_\_\_

**Preferred First Name:** \_\_\_\_\_ **Date of Birth (mm/dd/year):** \_\_\_\_\_

**Social Security Number (SSN):** \_\_\_\_\_ **Gender:** Male  Female  Other

**Marital Status:** Single  Married  Divorced  Widowed

**Home Address:** \_\_\_\_\_ **Apt:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

## **Emergency Contact:**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **Apt:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

## **Highest Educational Level:**

- |   |   |
|---|---|
| <input type="checkbox"/> Less than High School              | <input type="checkbox"/> Some Graduate School     |
| <input type="checkbox"/> High School Graduate or Equivalent | <input type="checkbox"/> Masters Level Degree     |
| <input type="checkbox"/> Some College                       | <input type="checkbox"/> Doctorate (Academic)     |
| <input type="checkbox"/> Technical School                   | <input type="checkbox"/> Doctorate (Professional) |
| <input type="checkbox"/> Associate Degree                   | <input type="checkbox"/> Post Doctorate           |
| <input type="checkbox"/> Bachelors Level Degree             |   |

## **Ethnic Group:**

- |  |   |
|--|---|
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Hispanic/Latino                        |
| <input type="checkbox"/> Asian                         | <input type="checkbox"/> Native Hawaiian/Other Pacific Islander |
| <input type="checkbox"/> Black/African American        | <input type="checkbox"/> White                                  |

## **Military Status:**

- |   |  |
|---|--|
| <input type="checkbox"/> Not a Veteran                  | <input type="checkbox"/> Separated & Active Duty Vet   |
| <input type="checkbox"/> Active Duty/Campaign Badge Vet | <input type="checkbox"/> Separated & Service Medal Vet |
| <input type="checkbox"/> Armed Forces Service Medal Vet | <input type="checkbox"/> Separated/Srvc Medal/Active   |
| <input type="checkbox"/> Protected, Not Classified      | <input type="checkbox"/> Service Medal & Active Duty   |
| <input type="checkbox"/> Recently Separated Veteran     | <input type="checkbox"/> Veteran, Not Protected        |