

Office of Human Resources **Employee Data Request Form**

This form was created to help Hiring Managers obtain the necessary data to complete an RF Electronic Appointment form (e-Form).

Note: This form does not replace the need to submit an [RF Electronic Appointment Form](#). The Office of Human Resources will only accept appointment forms that are submitted through the workflow system.

Employee Data

<u>First Name</u>	<u>Last Name</u>	<u>MI</u>	<u>Title</u>
<u>U.S. Mailing Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
<u>Gender</u>	<u>Date of Birth</u>	<u>B-Mail/Email</u>	<u>Phone Number</u>
<u>U.S. Citizen</u>	<u>If No, Visa Type</u>		

For Student Appointment Forms Only

<u>Education Level</u>	<u>Current Degree Program</u>	<u>Anticipated Graduation Date</u>
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The highest education level the employee completed

Program the employee is currently enrolled in (ie: Bachelors/Masters/PhD)