

# Northwestern

## HUMAN RESOURCES

### Personal Data Form

Type of Request: ☐ New Hire ☒ Rehire ☐ Address Change ☐ Name Change

#### PERSONAL INFORMATION

Legal Name Last: <u>Socarras</u>	First: <u>Brando</u>	Middle: <u>J</u>	Northwestern ID Number: (if available) <u>3121455</u>
Former Legal Name: (If requesting a Name Change; a copy of your Social Security Card showing your updated Legal Name must be attached)			
Birthdate: (MM/DD/YYYY) <u>08/17/2000</u>	I identify my gender as: <input type="checkbox"/> Female <input checked="" type="checkbox"/> Male	Marital Status: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married	National Provider Identifier/NPI: (Feinberg faculty physicians only)
Country of Citizenship: <u>USA</u>	Visa/Residency: <input type="checkbox"/> F1 <input type="checkbox"/> J1 <input type="checkbox"/> H1 <input type="checkbox"/> Other <input type="checkbox"/> U.S. Permanent Resident (not a U.S. citizen)	Social Security Number: (new hires only)	
In which state will you be performing work for Northwestern? <u>Illinois</u>		Are you interested in contributing to the Northwestern University Voluntary Savings Plan, a 403b pre-tax retirement savings plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

**Note:** New hires must complete Form I-9 online ([northwestern.i9servicecenter.com](http://northwestern.i9servicecenter.com)) by the end of their first day of work and provide required documentation to be employed and paid. If you are not a U.S. citizen or permanent resident, contact [payroll@northwestern.edu](mailto:payroll@northwestern.edu) to complete information in the Foreign National Information System (FNIS).

#### CONTACT INFORMATION

**Note:** Your Form W-2 is sent to your Local Home Address; update your contact information anytime at [www.northwestern.edu/myhr](http://www.northwestern.edu/myhr).

Local Home Address		Secondary Mailing Address	
Is this address part of on-campus student housing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		(optional; please enter if your Local Home Address is unknown)	
Number & Street: <u>910 Williamsburg Dr</u>	Apt #: <u></u>	Number & Street: <u></u>	Apt #: <u></u>
City: <u>Charleston</u>	State: <u>IL</u>	City: <u></u>	State: <u></u>
ZIP/Postal Code: <u>61920</u>	Country: <u>USA</u>	ZIP/Postal Code: <u></u>	Country: <u></u>
Work Phone Number (indicate main office/department number if you do not know your direct extension):			
Primary Home/Cell Phone Number: <u>(217) 218-1717</u>		Secondary Home/Cell Number: (optional)	
Personal Email Address: (optional) <u>brandos759@gmail.com</u>			

#### DEMOGRAPHIC DATA

Are you Hispanic or Latino? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	What is your race? (select one or more)
	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input checked="" type="checkbox"/> White
	<input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander

**Non-Discrimination Policies:** Northwestern University is committed to providing an environment free of discrimination, harassment, and retaliation. Please visit the following websites to learn more about Northwestern's non-discrimination policies and complaint processes: [www.northwestern.edu/hr/equiloop-access](http://www.northwestern.edu/hr/equiloop-access) and [www.northwestern.edu/sexual-harassment](http://www.northwestern.edu/sexual-harassment).

#### SIGNATURE

Signature: <u>Marc Socarras</u>	Date: <u>5/25/20</u>
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#### FOR TEMPORARY EMPLOYEES ONLY – to be completed by the hiring department

Northwestern Student Status: <input checked="" type="checkbox"/> Student <input type="checkbox"/> Non-Student	Does this assignment require driving? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does this assignment require access to Northwestern Memorial Hospital records? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Assignment Begin Date: <u>6/22/2020</u>	Assignment End Date: (if known)	HR Dept ID#: <u>000800</u>	Job Code:	Hourly Rate: <u>\$ 15.00</u>	Time Entry: <input type="checkbox"/> Swiper <input type="checkbox"/> Non-Swiper
Fund:	FN Dept:	Project:	Activity:	Chartfield1:	Account:
Supervisor Name: <u>Jason Hartline</u>	Supervisor ID: (7 digits) <u>1067276</u>	Supervisor Position #	Supervisor Phone: <u>(847) 467-0280</u>	Supervisor Signature: <u>[Signature]</u>	

**Administrators:** For temporary employees, review the hiring checklist and submission instructions at [www.northwestern.edu/hr/temp hires](http://www.northwestern.edu/hr/temp hires). For all others, mail or bring the original form along with other relevant hire paperwork to HR Operations, 720 University Place, 2<sup>nd</sup> Floor, Evanston, IL 60208.

KRONOS BACKUP SUPERVISOR: MEGAN WOOD, ID# 2717046; 66209