

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.irs-servicecenter.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 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.

Local Home Address		Secondary Mailing Address (optional; please enter if your Local Home Address is unknown)	
Is this address part of on-campus student housing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number & Street: <u>910 Williamsburg Dr</u>	Apt #: <u>1</u>	Number & Street:	Apt #:
City: <u>Charleston</u>	State: <u>IL</u>	City:	State:
ZIP/Postal Code: <u>61920</u>	Country: <u>USA</u>	ZIP/Postal Code:	Country:
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
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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/equalopp-access and www.northwestern.edu/sexual-harassment.

SIGNATURE

Signature: <u>Megan Wood</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 type="checkbox"/> Student <input type="checkbox"/> Non-Student		Does this assignment require driving? <input type="checkbox"/> Yes <input type="checkbox"/> No		Does this assignment require access to Northwestern Memorial Hospital records? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Assignment Begin Date:	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:	Supervisor ID: (7 digits)	Supervisor Position #	Supervisor Phone:	Supervisor Signature:	

Administrators: For temporary employees, review the hiring checklist and submission instructions at 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, 2nd Floor, Evanston, IL 60208.

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