



TO BE COMPLETED BY EMPLOYEE

Full Name: Last First M.I.

Address: Street Address Apartment/Unit #

City State ZIP Code

Home Phone: () Alternate Phone: ()

E-mail:

Date of Birth: Gender: Male Female

Social Security Number (To provide your SSN, please contact the individual below that corresponds to your hiring dept/status.)

MET Staff/Faculty

Sergio Lemos
Phone: 617-353-2974

Center for Professional Education

Jessica Merrick
Phone: 617-358-2272

Food & Wine Programs:

Jessica Habalou
Phone: 617-353-9852

Are you a current BU student? Yes No BU I.D.: Est. Grad. Date:

Prior BU employment/affiliation? Yes No BU I.D.: Position/School:

Check one of the following:

- A citizen of the United States
A lawful permanent resident (Alien #)
An alien authorized to work (Alien # or Admission #) until (expiration date, if applicable)

Based on the requirements of the Immigration and Reform and Control Act of 1986, all new employees of Boston University must complete a Form I-9 within their first three days of employment.

- Prior to the first day of the month of your assignment start, complete Section 1 of the online I-9 Form at the Boston University Electronic Form I-9 Website.
Within the first three days of the month of your assignment start, meet with an Onboard Specialist in the Human Resources department (25 Buick Street) to complete Section 2 of the Form I-9.
Full instructions on completing the Form I-9 is also located at the BU Human Resource website at bu.edu/hr/manager-resources/onboarding/i-9-process/

Signature: Date:

TO BE COMPLETED BY MET DEAN'S OFFICE

Employee's Social Security Number:

Position Title: Department:

Start Date: Work Location:

If employee is filling a vacant position, please include:

Position Number: Name of prior employee in position: