

Office of Human Resources

Non-Employee Information Form

A completed background check must be processed before submitting the Non-Employee Information Form. The information provided below will be used to create the record of affiliation with Elon University. (Supervisors keep in mind: a personnel action request form (PARF) will need to be submitted to end the Non-Employee's affiliation with the university.)

Please PRINT or TYPE the following information, and either submit the form electronically or send it to the Office of Human Resources, 2070 Campus Box.

Employee's Information:

Mr.  Ms.  Mrs.  Miss  Mx.  Dr.

Name (last, first, and middle) \_\_\_\_\_

Nickname \_\_\_\_\_

Name of spouse / Name of domestic partner (if applicable) \_\_\_\_\_

Mailing Address and Contact Information:

Street or P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Home Phone # (include area code) \_\_\_\_\_ Cell Phone # (include area code) \_\_\_\_\_

Emergency Contact Information:

Name \_\_\_\_\_

Phone # (include area code) \_\_\_\_\_

Position Information (SUPERVISOR TO COMPLETE):

Start date \_\_\_\_\_ End date \_\_\_\_\_ (Submit PARF to end affiliation)

Job Title \_\_\_\_\_

Department \_\_\_\_\_

Office location (building and office number) \_\_\_\_\_

Campus Box # \_\_\_\_\_ Campus Phone Extension (the number you want listed in the Faculty/Staff Directory) \_\_\_\_\_

Credentials Requested, Including Explanation For The Need. (SUPERVISOR TO COMPLETE):

Internet Access: \_\_\_\_\_

Email: \_\_\_\_\_

Phoenix Card: \_\_\_\_\_

Parking Pass: \_\_\_\_\_