

*The following form is to be completed by a Departmental Representative to initiate the Form I‐9 process for a remote hire. Submit completed form and job acceptance documentation via email to* *eevquestions@listserv.unc.edu**.*

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| **REMOTE HIRE REQUEST FORM**  |

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|  *\* ‐‐ Required Information* |  | **\* Date:**  |        |
| **Candidate Information**  |
|  **\* Anticipated Date of Hire:**  |       |
|  **\* EMPL ID (PID):**  |        |
| **\* First Name:**  |        |
| **\* Middle Name:**  |        |
| **\* Last Name:**  |        |
|  **Work Address:** **(if employed somewhere else currently)** |        |
| **\* Home Address:**  |        |
| **\* Daytime Phone Number:**  |        |
|  **\* Email Address:** |        |
| **Preferred I-9 Completion Location:****(if known; ex. nearby college or university or if prefer location closer to work or home address)** |        |
| **\* Will this person’s primary work location be located outside of NC?** | [ ]  Yes [ ]  NoIf **yes**, remember to complete the [Notice of Employee Working Outside of North Carolina](https://finance.unc.edu/files/2018/09/Notice-of-Employee-Working-Outside-NC.pdf) form and submit to UNC Payroll.  |
| **Appointment Type**  |
| **\* Affiliation Type *(select one)*:**  [ ]  SHRA Permanent [ ]  EHRA Non-Faculty Permanent [ ]  Faculty Permanent [ ]  PostDoc [ ]  SHRA Temporary [ ]  EHRA Non-Faculty Temporary [ ]  Faculty Temporary [ ]  Student |
| **\* Position Title:**  |       |
| **\* Full Time Equivalent:**  | [ ]  Full‐time [ ]  Part‐time  |
| **Hiring Department Information**  |
| **\* Department Name:**  |       |
| **\* Department Number:**  |       |
| **\* Department Representative:**  |       |
| **\* Phone Number:**  |       |

UNC-Chapel Hill is an equal opportunity employer that welcomes all, including protected veterans and individuals with disabilities.