

*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*](mailto:eevquestions@listserv.unc.edu)*.*

|  |
| --- |
| **REMOTE HIRE REQUEST FORM** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *\* ‐‐ 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  No  If **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.