

All new student hires at the UCLA Library are required to complete this form beforehand and bring it to the sign-in appointment. To ensure information is processed correctly, please type or, if necessary, print legibly.

- Reflect your name as it appears on your social security card.
- Use a permanent address. **Do not use a P.O. Box or international address.**
- **Do not print double-sided or staple paperwork.**

**EMPLOYEE INFORMATION**

Date:

First Name  Middle Name  Last Name

Social Security #  UCLA Student ID #  Date of Birth

Home Phone  Cell Phone

Permanent Street Address

City  State  Zip Code

Personal Email  UCLA Email

Please indicate your citizenship status:

If an ALIEN authorized to work, please indicate your: Country of Residence  Visa Type

**Please Note:** An alien authorized to work (Foreign Visitors on F-1 or J-1 Visas, Pending U.S. Permanent Resident and Pending Refugee & Asylee Status) will be initially coded at the highest tax liability possible per the UCLA Payroll Office. Employees will be required to complete an online GLACIER record to determine correct tax liability. You will be provided with GLACIER information/paperwork at the end of the sign-in.

Current student status:  # of units you are currently enrolled in:   
Inform LHR if # of units you're enrolled in changes.

Please indicate the highest degree you have been awarded and the year it was received:  Year:

**First Name**

**Middle Name**

**Last Name**

**STATEMENT ON ACCESS TO COMPUTER RESOURCES**

I understand that any access to computer resources and any knowledge of logon IDs, passwords, and authorization codes that I have as a result of my employment with the University Library should be used only as authorized by the Library and for Library purposes, and should not be shared with any other person.

I understand that tampering in any way with the technical, private, or personal information in the Library's database is strictly forbidden.

I further understand that should I misuse this access and knowledge, I will be required to make financial restitution to the University for funds expended and I could be subject to University disciplinary actions.

The U.S. Copyright Law (Title 17, U.S. Code) and University licensing agreements govern the making of reproductions of microcomputer software and proprietary databases. Violators of copyright or other applicable laws may be subject to criminal prosecution, civil damages and penalties, and University discipline.

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**Employee Signature**

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**Date**

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**Witness Signature**

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**Date**