VALPARAISO UNIVERSITY

Non-Employee Form

This form is to be used for the following scenarios (please select one)

_____ **AOE:** Affiliated Organization Employee – Employees of designated affiliated organizations: CCV, CSSR, FMS, ILS, ILNK and LDA. These non-VU employees will be listed in the campus directory.

_____ **STI:** Student internship – A student is assigned to a department and working to meet a college/class requirement.

_____ **TPA:** Temporary agency hire – A person who has specific duties, no VU compensation and does require computer access.

_____ **VOL:** Volunteer – A person who has specific duties, but no VU compensation and does not require computer access; e.g. ROTC Instructor.

_____ **VFC:** Volunteer at the Fitness Center – Non-employee who volunteers time at the Fitness Center and requires access to facility.

_____ **VLC:** Volunteer with computer privilege – A non-employee who has a significant role in the VU community and requires computer access; e.g. visiting scholar, faculty who sometimes teach, but are currently not doing so.

_____ **ARC:** For access to the Athletic Recreation Center (ARC) and computer access for volunteer coaches.

_____ **VHU:** Volunteer at Harre Union – A Non-employee who requires computer access and access to facility.

Non-Employee Information

Title: _____   Full Name: _____

Preferred First Name: _____   SSN: _____   Date of Birth: _____   Gender: _____

Home Address: _____   Phone #: _____

Personal Email Address: _____

Assignment Information

Assignment: _____   Start Date: _____   End Date: _____

Direct Sponsor: _____   Internship Department: _____

Affiliated Organization Division & Department: _____

For TPA Only – Rate of Pay: $_____

Dean/Department Head Signature: _____   **Date:** _____

Please note: For computer access, department head must also submit a work order to the IT Help Desk specifying the type of computer access requested. To obtain Datatel access, a Confidentiality Agreement form is also required.