

Consultant/Volunteer Form (NEMP)

Use this form to submit a request for a consultant, volunteer, or guest lecturer that needs access to blackboard and/or email. Please use the following criteria to determine if they meet non-employee status. If they do not meet non-employee status you must follow the procedure for hiring a new employee. ****This form must be completed by the department head****

Required information needed:

Name*

SS#*

Date of birth*

Employee Gender*

___ / ___ / ___

Male ___ Female ___

Address:

Start date:* ___ / ___ / ___

End date:* ___ / ___ / ___

Computing Services Account Information: Please circle if you need one of the below

Email

Blackboard

Department: _____

Comments or Explanation for non-employee status:

Approval: Department Head Signature _____

Date: _____

Approval: Human Resources _____

Date: _____

**** After department approval, please submit this form to Amy Emory in HR in order to be processed****