

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. All consultants, volunteers, or guest lecturers must meet the criteria for a non-employee. 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 form to HR in order to be processed****