

**Information Required by NextSource
November 2024**

Candidate full legal name:

Date of birth (month and day, for example May 15):

MIT ID (if applicable):

Candidate email address:

Candidate phone number:

Is candidate over 18 years of age?

Remote or on campus:

Full residential address:

Background Check Questions. Please answer yes or no for each of the seven questions below.

A background check is required and will be conducted by NextSource if you answer “yes” to any of the following questions:

1. Does the position grant access to any financial records? * _____
2. Does the position require working with minors? * _____
3. Will the position be involved with residential life? * _____
4. Is the position assignment with the Department of Facilities? * _____
5. Does the position grant access to any secure or sensitive facilities? * _____
6. Does the position grant access to any confidential records that are protected under FERPA or HIPPA? * _____
7. Will employee work with biohazardous and/or medical waste at any time during their temporary employment? * _____

Please also provide confirmation of the following:

- Please confirm if there are no heights.
- Please confirm if there is no manual lifting over 40lbs.
- Please confirm if there is no overhead lifting/reaching.
- Please confirm if there is no offsite delivery/driving.
- Please confirm that temps are not building/constructing crates.

- Please include any tool usage. • Please include any use of machinery.
- Will this associate be working with any biohazard chemicals or medical waste? If so, please list
- Please list any required PPE.

Job title:

Start date:

Projected end date:

Hourly rate:

Cost object to be charged:

Detailed job description describing day-to-day responsibilities and job-related tasks:

Anticipated hours per week:

MIT supervisor:

MIT supervisor's email address:

After we receive all of this information, we will send it to NextSource, who will then contact the employee regarding the new hire paperwork.