

Waisman Center Post-Degree Training (PDT) Hiring Form

This form is to be completed for all research intern and research associate hires.

Please complete and return this form to [Waisman Center Human Resources](#) with a copy of the CV/Resume at least 7 – 14 days prior to the requested start date. New employees may not start working until all employment requirements have been met and HR has confirmed a start date.

If you have any questions about this form, please contact hr@waisman.wisc.edu.

Appointment Type: Choose One

Last Name, First Name		Email Address		Phone Number	
Street Address		City		State	Zip Code
Employee ID or Social Security Number (Required)		Date of Birth (Required)		Gender	
Work Unit		Supervisor/Primary Approver			
Annual Salary	FTE	Start Date	End Date (one-year max)	Funding Source(s)	

Does this position require visa sponsorship? Choose One

University policy requires criminal background checks for all appointments that have responsibility for vulnerable populations (e.g., research subjects, children and minors, patients, etc.), property access, or fiduciary duties.

Does this position require a criminal background check? Choose One

Overview of Position, Responsibilities, and Training Purpose:

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Signature of PI or Supervisor	Date