

Hire Package Instructions:

PLEASE READ **ALL** OF THE FOLLOWING INFORMATION TO UNDERSTAND THE HIRING PROCESS.

- Please print out this entire hire packet on individual sheets of paper, that way no forms are on the back page of another form!
- You are required to bring the following documents (located below) into the Employee Relations Office at the O'Connell Center. **You must have your original social security card** (a photocopy or faxed copy is NOT acceptable). If you do not have one, go by the social security office (4562 NW 13th St, Gainesville, FL 32609; (800) 772-1213).

After turning in your documents to the Employee Relations Office:

- You will be receiving an email from **First Advantage**, a background checking company. Please complete the steps in the email to conduct your background check. Be sure to complete this as soon as possible; all paperwork processing will be delayed until the background check is complete.
- You will be receiving an email from **GatorStart** (UF's on line paperwork system) to set up your direct deposit information.
- **PLEASE NOTE:** New hires CANNOT be paid until **GatorStart** has been completed.
- Even though this is an exciting and fun work environment, this is a real job with both rewards and consequences. We strive to exceed expectations every day, and we expect you to do so as well; we owe it to our patrons, events, and our community. In return you will get the opportunity to have an amazing employment experience. Not many people can say they helped set a stage for a major concert, worked behind the scenes for Gator Growl and monitored the Rowdy Reptiles during a sold-out basketball game.
- Finally, and most importantly, please feel free to contact us with any concerns or questions. We are here to support you and are excited to have you as a member of the O'Connell Center Team!

If you have any questions, contact Employee Relations Office by calling 352-392-6535
or email your questions to scoc-hire@ufl.edu

Hire Document Checklist:

This checklist details exactly what is needed in your completed hire package. Please check off each item, sign, and include this with your hire package.

Turn all paperwork in to the Employee Relations Office within the O'Connell Center in room 2115.
Enter through the Gate marked "Administration" between Gate 1 and Gate 4.

We cannot process any paperwork until all the appropriate items have been submitted! To attend orientation, paperwork must be completed and turned in by the deadline.

☐ **Government Issued ID**

Driver's license or passport

☐ **Original Social Security Card**

☐ **New Hire Demographic Form**

☐ **New Hire Questionnaire**

☐ **Payroll Certification Form**

☐ **Employee Handbook Verification & E2 Form**

- New employees are required to read the [Employee Handbook](#) prior to orientation.

☐ **Proof of Selective Service (Men Only)**

- [Please print the online verification page](#)

☐ **Loyalty Oath Form**

- Please bring this form in **BLANK**.

☐ **For Federal Work Study Students ONLY**

- Students seeking FWS jobs should print and submit their **Financial Aid Award Page**, which contains the Federal Work Study award

New Hire Demographic Form



Instructions

- Complete this form once the candidate has accepted the job offer.
Alert! This form cannot be emailed if a social security number is included.

Personal Information

Name:			
SSN #:		UFID:	
DOB:		Passport #:	
Hire Date:		Citizenship:	
		Marital Status:	

Education Information

Education:	
------------	--

Contact Information

Email Address:	
Business Email Address:	
Phone Number:	
Business Phone Number:	

Addresses

Home/Legal Address (In/Out of U.S.)		Mailing/Street Address (Only U.S. Address)	
Line 1		Line 1	
Line 2		Line 2	
City/State		City/State	
County		County	
Zip Code		Zip Code	
Country		Country	

******Please fill out the short questionnaire below for our records:******

- Full Name: _____
- Are you a current UF Student? _____ UFID: _____
- Are you under the age of 18? _____
 - If yes, there is additional paperwork you will need to fill out. Please reply to your hire offer email that you are a minor and we will send the paperwork to you. You **MUST** be 16 or older to work with our dept.
- Do you have Federal Work Study (yes or no)? _____
- Do you have a relative that currently works at the University of Florida? _____
 - If yes, what is their classification (student employee or full time employee)? _____
 - If yes, what department do they work for? _____
- Do you have another job with the University of Florida? _____
 - If yes, what is your classification (ex. Student Assistant, OPS, TEAMS, etc.)? _____
 - If yes, what department do you work for? _____
 - If yes, do you plan on continuing your employment with that department while being employed with us?

 - If you do intend to be dual-employed, how would you like to split your hours? Students can work up to **20 hours** per week between two UF campus jobs (UF Students can also obtain an hours extension form from UF financial services to work up to 31 hours per week). Non-students can work up to **40 hours** per week between both jobs.

 - If you **DO NOT** intend to continue your employment with the other department and only work with us, when will your last day of work be with the other department?

Stephen C. O'Connell Center Payroll Signature Certification

The Stephen C. O'Connell Center will be tracking employee hours electronically through the use of KRONOS, a Time and Attendance time clock system. It is the responsibility of the employee to become familiar with all procedures associated with the system. Any questions or concerns should be immediately directed to the O'Connell Center Business Office.

Please read each of the statements below:

- (1) I understand that I am ultimately responsible for tracking and recording the hours I work. If I believe there is a discrepancy in the time I worked and the time reflected in my paycheck, I must bring it to the attention of the Business Office staff.
- (2) I understand that I am to personally enter my UFID number into the time keeping terminal. I may not at any time enter the UFID number of any other employee or allow any other employee to enter my number.
- (3) I understand that I will be paid on a biweekly basis and that my hours on each paycheck are based on a **two week period** that begins at 12:01am on a Thursday and ends at 11:59pm on a Wednesday. PLEASE NOTE: The dates used to calculate your pay are different than the dates used to calculate that you are within your weekly hours limit that UF allows (ex. You have two jobs on campus and can only work 31 hours per week between the two of them based on your work permit). See example below for more details.

EXAMPLE OF CALCULATING PAY vs HOURS:

- The pay period in this example is 12:01am on Thursday the 9th through 11:59pm on Wednesday the 22nd
- Pay day in this example is the 31st
- To calculate your hours to make sure you do not exceed your weekly hours limit, you would add your hours from 12:01am on the 10th – 11:59pm on the 16th and then 12:01am on the 17th – 11:59pm on the 23rd for the 2nd week, and so on and so forth for all future weeks

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Canada Day	2	3	4 Independence Day
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31 	

****INTERNATIONAL STUDENTS ****

Please note that while your pay is based on the Thursday to Wednesday system, to track YOUR 20 HOUR weekly maximum you must begin your calculations on 12:01am each Friday and end at 11:59pm the following Thursday. It is important to know the difference so that you do not exceed the 20 hour per week limit. Any questions, please let us know.

Certification: I certify that I understand all statements in this document and confirm that the hours recorded electronically by the time and attendance system accurately reflect time worked and time earned for pay purposes during the pay period. I understand that falsification of time worked is cause for immediate dismissal. I also understand that any corrections that need to be made after the pay period cutoff deadline will be adjusted during the next pay period.

Employee Name: _____ (PRINT, must be legible)

Employee UFID Number: _____

Employee's Signature

Date

HANDBOOK VERIFICATION AFFIDAVIT

I, _____, have read completely the Stephen C. O’Connell Center’s Employee Handbook. I also have had an opportunity to clarify any questions I may have had. This sheet serves as record of and acknowledgement of the rules and regulations specifically pertaining to the O’Connell Center and its operations.

THE E² PLEDGE

The Stephen C. O’Connell Center staff embraces customer contact as an opportunity to make a difference. We believe excellence should be the foundation of every job function. **Our goal is to “Exceed the Expectations” of our clients, patrons, co-workers and supervisors.** We consider every employee to be a respected member of our “family” and with teamwork, commitment to excellence and a positive attitude we will be able to provide memorable experiences for those attending the numerous activities and events we host.

Signature

Date

Loyalty Oath

[Florida Statue 876.05](#) requires all public employees of the State of Florida to take the loyalty oath.

I _____, a citizen/lawful resident of the State of Florida and of the United States of America, and being employed by or an officer of the University of Florida and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

SIGNED: _____ DATE: _____

State of Florida, County of _____

Sworn to (or affirmed) and subscribed before me by means of () physical presence **or** () online notarization, this ____ day of _____, 20____.

_____ Personally Known
_____ Produced Identification

Type of Identification Produced _____

Notary Print Name

Notary Seal

Notary Commission Number

Notary Signature

Employment Application

Requisition #:	Application Date:
Job Title:	

Applicant Information

Full Name: _____ UFID: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit # City State Zip Code

Phone: _____ Email: _____

Have you ever worked at the University of Florida or another state of Florida Agency? YES ☐ NO ☐
 Do you have any relative/family members working at the University of Florida? YES ☐ NO ☐

YES ☐ NO ☐

Are you presently eligible to work in the United States?

YES ☐ NO ☐

If you are a male between the ages of 18 – 25, are you registered for selective service?

YES ☐ NO ☐ N/A ☐

(Answer is used to comply with the University's policy on nepotism and does not provide preference in hiring.)

If yes, indicate names & department

Does anyone living with you (family, friend, partner, renter, etc.) work at the University of Florida? YES ☐ NO ☐

(Answer is used to comply with the University's policy on nepotism and does not provide preference in hiring.)

If yes, indicate names & department

Education

High School: _____ City/State: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ City/State: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Employment Experience (Begin with most recent)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Agreement

I certify that my application for employment is true and complete to the best of my knowledge and that all materials provided in support of my application are a complete and accurate description of my work experience, education, and background. I understand that any false statements or omissions made by me on this form, my application, or any supplementary or subsequently submitted materials may be grounds for disqualification from any employment opportunities at the University of Florida or its affiliated organizations. I authorize and release the University of Florida to verify all information submitted in support of my application for employment. I further acknowledge that should I be selected for hire, I will be required to provide additional information including but not limited to current and pending funding, professional affiliations, and related professional activities. I understand that UF Human Resources collects social security numbers in compliance with federal and state laws for employment verification and certain benefits providers. For information, please visit <https://privacy.ufl.edu/privacy/social-security-number-privacy/>

I understand that all employees of the University are required to report each existing outside activity or financial interest and potential conflicts of interests and are subject to obtaining approval of these activities from the Office of Conflict of Interest. A conflict exists when outside activity or financial interest could potentially interfere with professional obligations to the University. To learn about conflicts of interest, visit <https://coi.ufl.edu>.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Print Applicant's Name

Applicant's Signature

Date

The University of Florida is an Equal Employment Opportunity Employer. With appropriate notice, reasonable accommodations will be made in the employment process for individuals with disabilities.

Voluntary Demographic Data

Gender:	☐ Female ☐ Male ☐ Not Disclosed
Are you Hispanic or Latino	☐ Yes ☐ No ☐ Not Disclosed
Race:	☐ American Indian/Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Pacific Islander ☐ White ☐ Not Disclosed *If you have identified yourself as Hispanic or Latino, you are not required to select an additional category.

Voluntary Self Identification of Protected Veteran Status

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans.

These classifications are defined as follows:

- A **"disabled veteran"** is one of the following:
 - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - A person who was discharged or released from active duty because of a service-connected disability.
- A **"recently separated veteran"** means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An **"active-duty wartime or campaign badge veteran"** means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An **"Armed Forces service medal veteran"** means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4- USA-DOL.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

Please check one of the boxes below:

- ☐ I identify as one or more of the classifications of protected veteran listed above.

☐ I am not a protected veteran.

Voluntary Self Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 4/30/2026
Page 1 of 1

Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do I know if I have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability.

Disabilities include, but are not limited to:

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Please check one of the boxes below:

- ☐ Yes, I have a disability, or have had one in the past
- ☐ No, I do not have a disability and have not had one in the past
- ☐ I do not wish to answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Applicant's Name _____

Date _____

Application Notice

E-Verify Notice

University of Florida is a participant of the E-Verify program. This is a federal program requires federal contractors to verify an employee's eligibility to be employed in U.S. through an internet-based system administered by the Department of Homeland Security (DHS) partnering with the Social Security Administration (SSA). Additional information about UF's participation in E-Verify or free electronic posters can be found at www.hr.ufl.edu/recruitment/everify.

Disclosure of Campus Security Policy and Campus Crime Statistics

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the university makes available to prospective employees its annual security and fire safety report.

The report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the University of Florida, and on public property within or immediately adjacent to and accessible from the UF campus. It also includes institutional policies concerning campus security such as policies regarding alcohol and drug use, crime prevention, sexual assault, the reporting of crimes, and other personal and property safety issues. The report is available for review by accessing the University of Florida Police Department website at <https://publicsafety.ufl.edu/clery/>. Hard copy requests may be made by e-mail to upinfo@admin.ufl.edu, or by mail to University of Florida Police Department, P.O. Box 112150, Gainesville, FL 32611-2150.