# MITemps/nextSource Request Form

Please download and fill out the two sections below to request temporary personnel through MITemps/nextSource and email to Elsye Luc.

**Note:** The minimum wage/rate for nextSource employees for Massachusetts is $15.00/hour. Please note this wage will vary for employees working in other states. The mark up for MIT is 18.6%.

## Information from Supervisor

Job Title:

Will Employee work with biohazardous and/or medical waste at any time during their temporary employment?: __ Yes __ No

Will employee be working remotely?: __ Yes __ No If yes, specify exact city and state:

Start Date: End Date: Rate: Cost Object(s):

Job Description:


Anticipated Hours Per Week: ____

Will Employee Need to Travel Internationally on Assignment?: Yes __ No __

## Background Check Questions

Does the position require working with minors? __ Yes __ No
Will the position engage directly with students in residential life? __ Yes __ No
Does the position grant access to any secure or sensitive facilities? __ Yes __ No
Does the position grant access to any confidential records that are protected under HIPPA? __ Yes __ No
Does the position grant access to any sensitive confidential records that are protected under FERPA, such as transcripts or disciplinary records? __ Yes __ No

## Information from Employee

Current status: __ MIT student __ MIT employee __ Prior nextSource employee __ None of these
Candidate Name:
Candidate Birth Month and Day:
Is Candidate Under 18?: __ Yes __ No
Is Candidate a Foreign National or International Student?: __ Yes __ No
   If yes, what is your legal status?
Do you have employment authorization? __ Yes __ No
Candidate SSN (last 4 digits):
Candidate E-mail Address:
Candidate Contact Information (address and phone):