LaGuardia Community College

31-10 Thomson Avenue - Long Island City, New York 11101. Telephone (718) 482-7200

POI POSITION REQUEST INFORMATION SHEET

Name: _____ _____ _____
Last First Middle

Social Security #: _____ Department: _____

Effective Date of Hire: _____ Employment Status: Full-Time ☐ Part-Time ☐

Employee Type:

RF ☐

Other ☐ (College Association, Ed Fund, Intern, etc) _____

Date of Birth: _____ Gender: Male ☐ Female ☐ Ethnicity: _____

Highest Degree Earned: _____

Home Address: _____

_____ _____ _____ _____
City State Zip County

Home Phone #: _____ Business Phone #: _____ Extension: _____

Business E-mail: _____ Reports To: _____

Approved by	Signature:			
	Print Name:			Date Approved

(Supervisor)

Budget Action (if applicable)

Approved by	Signature:			
	Print Name:			Date Approved

(Budget Office)