

Campus Recreation Center Affiliate New Hire Completion Form

Congratulations on your Affiliate position with the Campus Recreation Center!

Please take your New Hire Packet and the required forms of identification to the Office of Human Resources to complete the hiring process.

The Office of Human Resources is located at:

500 Tech Parkway, NW

Atlanta, GA 30332-0435

404-385-4847

It is recommended that you schedule an appointment with OHR. This can be done by going to www.ohr.gatech.edu, in the Customer Service section, click on “Schedule an Appointment”.

You and the OHR Representative must sign and date this form; you will bring this signed document back to the CRC Department. The form may be turned in at the Member Services desk with instructions for it to be given to Kayla Blackwell.

You will not be scheduled for work until I receive this form. Once received, I will notify your manager and let them know that you have completed the hiring process and can be scheduled to work.

Print Name: _____

Student Signature: _____

Date: _____

OHR Representative: _____

Date: _____

Please return this form, signed and dated, to:

Kayla Blackwell – Campus Recreation Center Suite 214