



CUNYFirst Person of Interest (POI) (RF Employees Only)

General Instruction:

This form must be completed and returned to Human Resources (HR) before the request for access can be processed. Once the request is processed, the individual will be provided with **basic system access** – HR will notify the employee to claim his/her account and to pick up Hostos ID Card. For additional access or access to advanced modules (e.g. Campus Solution for student records), please contact Hostos’ CUNYFirst Help Desk @ 718-664-2555 for instructions.

Supervisor Authorization:

Access End Date: (mm/dd/yyyy) _____
Access Type: (check one) New _____ or Renew _____

Signature Date

Last, First Name (print) Department/*Program Name*

Business Email Business Phone

Department Head Authorization:

(Please sign again if supervisor is also Department Head.)

Signature Date

Last, First Name (print) Department/*Program Name*



CUNYFirst Person of Interest (POI) HR Data Form (RF Employees Only)

Employee Instruction:

Please complete the information on this page. Please print legibly and return the entire form.

Name _____
Last Name
First Name
Middle Name

(We will not accept P.O. Box address)

Home Address _____
No.
Street
Apt #
City
State
Zip

Telephone Number (_____) _____ (_____) _____
Home
Day Time

Country of Birth _____ Ethnicity: _____
(This is an optional question, leaving it blank indicates you do not want to self-identify)

Highest Education Level: _____

Military Status: _____ *(if no status, enter 'Not a Veteran')*

Hostos business email address: _____

Place a check next to each question:

Gender: Female Male Non-Binary (X) Marital Status: Single Married Other: specify _____

Are you eligible to work in U.S.: Yes No

| | |
|-----------------|--------------------------|
| For HR use only | |
| _____ | _____ |
| Empl_ID | Processor Initial & Date |

