

EMPLOYEE PERSONAL DATA SHEET

Please Print Information

BIO/DEMO

LAST Name:		FIRST Name:		MI:	
Address:		City:		State:	
Zip Code:		County:			
SSN:		Date of Birth:			
Home Ph:		Cell Ph:			
Gender:	Male	Female	Marital Status:	Single	Divorced
					Married

RACE/ETHNICITY

Colleges & universities are asked by many, including Federal and State governments and national surveys, to describe the racial/ethnic backgrounds of employees. In order to respond to these requests, we ask you to answer the following two questions. See the back page for Race/Ethnicity definitions.

1) Are you Hispanic/Latino?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2) What is your race? Select one or more:					
American Indian or Alaskan Native	<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>	Asian	<input type="checkbox"/>
Black or African American	<input type="checkbox"/>	White	<input type="checkbox"/>		<input type="checkbox"/>

CITIZENSHIP

USA Citizen	<input type="checkbox"/>	Birth Country:	
VISA	<input type="checkbox"/> Temporary	<input type="checkbox"/> Permanent	Please Specify Visa Type:
Other	<input type="checkbox"/>	Please Specify:	

EDUCATION

Education/Degree level(s) Obtained. Please check all that apply:

<input type="checkbox"/>	Less than High School Graduate	<input type="checkbox"/>	Bachelor's Degree (specify):
<input type="checkbox"/>	High School Graduate or Equivalent	<input type="checkbox"/>	Some Graduate School
<input type="checkbox"/>	Some College	<input type="checkbox"/>	Master's Degree (specify)
<input type="checkbox"/>	Technical School	<input type="checkbox"/>	Doctorate (specify):
<input type="checkbox"/>	2-Year Degree (specify):	<input type="checkbox"/>	Post Doctorate (specify):
Institution(s) attended for Degrees Earned:			
Institution(s) State(s):		Date Degree(s) Acquired:	

EMERGENCY CONTACT

Name:		Relationship:	
Address:			
Home Phone:		Other Phone:	

VETERANS STATUS

Please indicate if you are a veteran:

No	Yes. Please provide the appropriate category of veteran
	Active Reserve
	Armed Forces Service Medal Vet
	Inactive Reserve
	Other Protected Veteran
	Post-Vietnam-Era Veteran
	Pre-Vietnam-Era Veteran
	Retired Military
	Service Medal & Other Vet
	Veteran (VA Ineligible)
	Veteran of Vietnam
	Veteran and Other Protected Vet
	Vietnam-Era Veteran

Employee Signature:

Date:

Per the Office of Management and Budget (OMB) and the U.S. Department of Education, the following definitions of ethnicity and race should be applied for the collection of administrative data:

Ethnicity is based on the following categorization:

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

Race is based on the following five categorizations:

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachments.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa. Other terms such as "Haitian" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.