

EMPLOYEE DATA SHEET (FULL-TIME EMPLOYEES)

-CONFIDENTIAL-

PLEASE PRINT OR TYPE:

NAME (as shown on your social security card):

_____ (FIRST) (MIDDLE) (LAST)

PREFERRED FIRST NAME IF ANY: _____

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

GENDER: MALE: _____ FEMALE: _____

MARITAL STATUS: SINGLE: _____ MARRIED: _____

U.S. CITIZENSHIP: YES: _____ NO: _____

NONRESIDENT ALIEN: YES: _____ NO: _____

ETHNICITY/RACE: *(response is voluntary, if left blank; data will be reported as ethnicity and race unknown)*

ETHNICITY: _____ Hispanic/Latino *(if selected along with another race, data will be reported as Hispanic/Latino)*

RACE: **Select one or more races from the following** *(if more than one race is selected from the options below, data will be reported as two or more races):*

_____ American Indian or Alaska Native

_____ Asian

_____ Black or African American

_____ Native Hawaiian or Other Pacific Islander

_____ White

EMERGENCY CONTACT INFORMATION:

NAME: _____ RELATIONSHIP: _____

PHONE: _____

CAMPUS INFORMATION:

DEPARTMENT: _____

ADDRESS: _____

EXTENSION: _____

Please Complete Both Sides

EDUCATION INFORMATION:

Most Recent Academic Degree:

NAME/LOCATION OF COLLEGE: _____

DEGREE/MAJOR SUBJECT: _____

MONTH/YEAR AWARDED: _____

Other Degree:

NAME/LOCATION OF COLLEGE: _____

DEGREE/MAJOR SUBJECT: _____

MONTH/YEAR AWARDED: _____

Other Degree:

NAME/LOCATION OF COLLEGE: _____

DEGREE/MAJOR SUBJECT: _____

MONTH/YEAR AWARDED: _____

Other Degree:

NAME/LOCATION OF COLLEGE: _____

DEGREE/MAJOR SUBJECT: _____

MONTH/YEAR AWARDED: _____

**For use by the
Provost's Office:**

Terminal Degree:

Yes: _____

No: _____

Terminal Degree:

Yes: _____

No: _____

Terminal Degree:

Yes: _____

No: _____

Terminal Degree:

Yes: _____

No: _____

HOME INFORMATION:

ADDRESS 1: _____

ADDRESS 2: _____

CITY: _____

STATE: _____ ZIP: _____

HOME PHONE: _____

CELL PHONE: _____

PERSONAL/CURRENT E-MAIL ADDRESS: _____

SPOUSE/PARTNER NAME: _____

In the campus directory, should we:

Print Home Address: YES NO

Print Home Phone Number: YES NO

Print Spouse's Name: YES NO

Please Complete Both Sides