

EMPLOYEE DATA SHEET (PART-TIME/TEMPORARY 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

HOME INFORMATION:

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

EMERGENCY CONTACT INFORMATION:

NAME: _____ RELATIONSHIP: _____

PHONE: _____