

**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 E-MAIL: \_\_\_\_\_