

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: _____

PERSONAL EMAIL: _____

EMERGENCY CONTACT INFORMATION:

NAME: _____ RELATIONSHIP: _____

PHONE: _____