



# EMPLOYEE INFORMATION SHEET

The following personal data is requested to assist the University, Human Resources and Payroll with notifying you of general information, benefits updates, and University sponsored events. Information provided on this form is for University business purposes only. Please print.

Social Security Number: \_\_\_\_\_ J Number: \_\_\_\_\_

Family Salutation (ex. Mr. and Mrs. John Smith, III)

### **Current Identification (Please print)**

Prefix \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name/Initial \_\_\_\_\_ Last Name \_\_\_\_\_ Suffix \_\_\_\_\_

### **Address (Mailing/Campus) & Telephone**

Home Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_  
(area code)  
(used for University Emergency Notification system only)

### **Department Information**

Department \_\_\_\_\_ Bldg \_\_\_\_\_ Room \_\_\_\_\_ Phone \_\_\_\_\_

### **Biographical**

### **Disability**

Marital Status:  Single  Married  Yes  No

### **Veteran Status** (Check applicable status)

Vietnam Era Vet  Disabled Vet  Other Eligible Vet  
 Armed Forces Service Medal Veteran Recipient  Newly Separated and Date of Separation: \_\_\_\_\_

### **Emergency Contact**

First Name \_\_\_\_\_ Middle Name/Initial \_\_\_\_\_ Last Name \_\_\_\_\_ Phone #'s \_\_\_\_\_

### **Spousal Information**

Prefix \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name/Initial \_\_\_\_\_ Last Name \_\_\_\_\_ Suffix \_\_\_\_\_

### **Education Completed** (select highest completed)

8<sup>th</sup> Grade \_\_\_\_\_ High School \_\_\_\_\_ Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_ Terminal Degree \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_