



## PERSONAL DATA FORM

The information on the Personal Data Form will assist Human Resources with the process of entering you into the University's Human Resource Information System.

<i>(Name as it appears on your Social Security card.)</i>	
Last Name: _____	First Name: _____
Middle Name: _____	
Address: _____	
City: _____	State: _____
Zip Code: _____	
Phone Number 1: _____	Phone Number 2: _____
<b>Emergency Contacts</b>	
Name: _____	Name: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____	State: _____
Zip Code: _____	Zip Code: _____
Phone Number: _____	Phone Number: _____

<b>Birth Date:</b> _____
Sex: <input type="radio"/> Not Disclosed <input type="radio"/> Female <input type="radio"/> Male
<b>Citizenship Status:</b> _____
<b>Social Security Number*:</b> _____
<i>*Please provide a copy of your Social Security card with the Personal Data Form. The original card <b>must</b> be viewed by the Human Resources Office on the first day of employment. If you cannot locate your card, a replacement can be ordered at <a href="http://www.ssa.gov/ssnumber/">http://www.ssa.gov/ssnumber/</a></i>
<b>Marital Status:</b>
___ Divorced    ___ Separated    ___ Widowed
___ Married    ___ Single    ___ Other
<b>Military Reserve:</b>
___ Active Reserve    ___ Inactive Reserve

**Veteran Status:**

None     Vietnam Veteran Only     Other Protected Veteran Only     Both Vietnam/Other Eligible Veteran

Active Duty Separation Date: \_\_\_\_\_

Armed Forces Service Medal Indicator     Special Disabled Veteran

**Please Answer Both Questions:**

Are you Hispanic or Latino?:     Yes     No

What is your Race? (Select one or more):

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

The purpose of this form is to collect information about each University employee for that employee's official employment records. Completion of this form is voluntary.

**EEO Ethnicity:**

**Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race.

**EEO Race:**

**American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African America.** A person having origins in any of the Black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.