

Group:  Administrator  Support Staff  Temp.  Faculty  Grad Assistant



PERSONAL DATA FORM  
(ALL DATA MUST BE COMPLETED FOR PAYROLL PROCESSING)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Known By: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  Male or  Female

Status:  Single  Married Title:  Mr.  Mrs.  Miss  Ms.  Dr.  Rev.  Sr.  
Suffix:  DDS  PhD  MD  SJ  Jr.  Sr.  II  III  IV

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Registered Disabled:  Yes  No

Religion:  Baptist  
 Buddhist  
 Catholic  
 Eastern Orthodox  
 Episcopal/Anglican  
 Evangelical  
 Hindu  
 Jewish  
 Lutheran  
 Methodist  
 Muslim  
 Other Christian  
 Other Non-Christian  
 Presbyterian  
 UCC  
 Not Applicable

Cleric Religion:  Not Applicable  
 Jesuit  
 Non-Jesuit Cath. Clergy  
 Other Non-Cath. Clergy  
 Women Religious

Veteran Status:  Not a Veteran  
 Disabled Veteran  
 Disabled Vietnam Vet.  
 Vietnam Veteran  
 Other Eligible Veteran  
 Other Eligible Dis. Vet.

Ethnic Origin:  American Ind./Alas. Native  
 Asian/Native Hawaiian/  
Pacific Islander  
 Black/African American  
 Hispanic/Latino  
 White/Caucasian (Non-  
Hispanic)

Separation Date: \_\_\_\_\_

US Citizen/Permanent Resident  
 Non-Resident Alien – Visa Status  J  H  F  Other Expiration Date: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_  
Contact Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_ Relation to Employee: \_\_\_\_\_

Highest Degree Obtained:  High School  GED/HED  Associate  Bachelor  Masters  PhD  DDS  MD  JD  
Certificate: \_\_\_\_\_ License: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Institution Name: \_\_\_\_\_

\*\*\*PRESENTED TWO (2) FORMS OF IDENTIFICATION SHOWING LEGAL WORKING STATUS IN THE UNITED STATES ON HIRE DATE?  Yes  No

**SEND COMPLETED FORM TO HUMAN RESOURCES (STRAZ TOWER, RM. 185) WITHIN 24 HOURS OF HIRE DATE**