**PERSONAL INFORMATION – (Please print clearly)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TYPE OF ACTION:  UPDATE  NEW HIRE:  Full-Time  Hourly (PT)  Intern  BOARD MEMBER** | | | | | | | | | | | | | | | | | | | | |
| **SOCIAL SECURITY NUMBER** | | | | | | | | | | | | **BIRTH STATE:** | | | **BIRTH COUNTRY:** | | | | | **DATE OF BIRTH:** |
|  |  |  | **-** |  |  | **-** |  |  | |  |  |
| **LEGAL NAME: (FIRST MIDDLE LAST)** | | | | | | | | | | | | | | | | **EMAIL ADDRESS** | | | | |
| **ADDRESS (No P.O Boxes):** | | | | | | | | | | | | | | | | | | | **APT NUMBER:** | |
| **CITY:** | | | | | | | | | | | | **STATE:** | | | | | **ZIP CODE:** | | | |
| **COUNTY OF RESIDENCY:** | | | | | | | | | | | | | **HOME PHONE NUMBER:** | | | | | **MOBILE PHONE NUMBER:** | | |
| **MARITAL STATUS:**  Single  Married  Civil Partnership Divorced Widowed Separated | | | | | | | | | | | | | | | | | | | | |
| **US CITIZEN:**  Yes  No | | | | | | | | | **GENDER:**  Male  Female | | | | | **HIGHEST EDUCATION LEVEL (CHECK ONE):**  High School Graduate or Equivalent  Some College  Bachelor’s Degree  Technical College  Master’s Level Degree  2 yr. College Degree Doctorate (Academic)  Some Graduate School Doctorate (Professional)  Doctorate (Academic) Post Doctorate  **College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Yr. Graduated: \_\_\_\_\_\_\_\_**  **College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Yr. Graduated: \_\_\_\_\_\_\_\_** | | | | | | |
| **ETHNIC GROUP (CHECK ONE):**  American Indian/Alaska Native  Asian  Black/African American  Hispanic/Latino  Native Hawaiian/Other Pacific Islander  White  Not specified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
| **ARE YOU A REHIRED/RETIRED STATE EMPLOYEE:**  Yes  No **WHICH SYSTEM?** TRS ERS | | | | | | | | | | | | | | | | | | | | |
| **MILITARY STATUS:**  Active Reserve  Inactive Reserve Retired Military No Military Service  Veteran | | | | | | | | | | | | | | | | | | | | |
| **DRIVER’S LICENCES: State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | |
| **EMERGENCY NOTIFICATION CONTACT** | | | | | | | | | | | | | | | | | | | | |
| **CONTACT NAME:** | | | | | | | | | | | | | **CONTACT RELATIONSHIP:** | | | | | **CONTACT PHONE NUMBER:** | | |
| **ADDRESS: If same Address As Employee, check here** | | | | | | | | | | | | | | | | | | | **APT NUMBER:** | |
| **CITY:** | | | | | | | | | | | | **STATE:** | | | | | **ZIP CODE:** | | | |
| **EMPLOYEE SIGNATURE (PLEASE SIGN): DATE:** | | | | | | | | | | | | | | | | | | | | |
| ***HUMAN RESOURCES/PAYROLL USE ONLY*** | | | | | | | | | | | | | | | | | | | | |
| **Effective Date:** | | | | | | | | | | | | **Employee ID:** | | | | | **Position Title:** | | | |
| **Position Number: Pay Grade:**  **Job Code:** | | | | | | | | | | | | | | | | | **Employee Type:**  Full Time  Temporary/Part Time (Time Limited)  Temporary/Part Time (Time Limited)  Staffing Agency  Board Member | | | |
| **TYPE OF ACTION/COMMENTS:** | | | | | | | | | | | | | | | | | | | | |