

# EMPLOYEE DATA SHEET

**For office use only:**

Employment Division: _____	Position #: _____
Date of Hire: _____ Position Title: _____	SHRA ____ EHRA ____
Faculty, Staff, or Administration: _____	EHRA Non-Teaching ____
Full Time ____ Part Time ____ Temporary ____	Pay Schedule ____ months

**EMPLOYEE INFORMATION - Please Print**

**Name** \_\_\_\_\_ **SSN** \_\_\_\_\_  
(Last) (First) (Middle)

**Permanent Mailing Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Permanent Telephone Number** (including area code):  
 (    ) \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**In Case of Emergency, Contact:**

**Local Address** (if different from Perm Address):

Relationship: \_\_\_\_\_

Address and Telephone #: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Spouse's Name** (if applicable):

Home (    ) \_\_\_\_\_

Work (    ) \_\_\_\_\_

Address and Telephone #: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

*(College degrees subject to verification):*

**High School** Grade Completed (circle one):

1 2 3 4 5 6 7 8 9 10 11 12

**Undergraduate**

Full Name of Institution	Years Attended / Graduated	Major	Degree Earned
<i>Graduate</i>			

Full Name of Institution	Years Attended / Graduated	Major	Degree Earned
<i>Doctorate</i>			

Full Name of Institution	Years Attended / Graduated	Major	Degree Earned
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**Primary Ethnic Self-Identification:**

\_\_\_\_ Hispanic or Latino  
 \_\_\_\_ Not Hispanic or Latino

**Primary Racial Self-Identification:**

\_\_\_\_ Asian – Having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent  
 \_\_\_\_ Black or African American – Having origins in any of the black racial groups of Africa  
 \_\_\_\_ White or Caucasian – Having origins in any of the original peoples of Europe, the Middle East, or North Africa  
 \_\_\_\_ American Indian or Alaska Native – Having origins in any of the original peoples of North, Central, or South American, and maintaining tribal affiliation or community attachment.  
     Tribal Affiliation \_\_\_\_\_  
 \_\_\_\_ Native Hawaiian or Other Pacific Islander – Having origins in the original peoples of Hawaii, Guam, Samoa, or Pacific Islands

**Disability:**

A disability is any physical or mental impairment which substantially limits one or more major life activities. A person with a disability is one who: (i) has such an impairment; (ii) has a record of such an impairment; or (iii) is regarded as having such an impairment. The reporting of a disability is voluntary.

- None/prefer not to report
- Blind or severely visually impaired
- Deaf or severely hearing impaired
- Loss or limited use of arms and/or hands
- Non-ambulatory (must use wheelchair)
- Other orthopedic impairment (including amputation, arthritis, back injury, cerebral palsy, spina bifida, etc.)
- Respiratory impairment
- Nervous system/Neurological disorder
- Mentally restored
- Mental retardation
- Learning disability
- Others (heart disease, diabetes, speech impairment)
- Other (please specify) \_\_\_\_\_

**Voluntary Self Identification of Veteran Status** (41 CFR 60-250 and 41 CFR 60-300)

Please check all of the following categories that apply to you:

- Not applicable**
- Special Disabled Veteran** means (i) veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 3106 of Title 38, U.S.C. to have a serious employment handicap; or (ii) a person who was discharged or released from active duty because of a service-connected disability.”
- Veteran of the Vietnam-era** means a person who (i) served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases.”
- Other Protected Veteran** means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense. (For the Veterans Administration’s listing of the campaigns and expeditions since World War II in which the U.S. has been engaged see <http://www.opm.gov/Veterans/html/vgmedal2.htm>.)
- Recently Separated Veteran** means any veteran during the three-year (one-year for VETS 100) period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval or air service. Separation Date \_\_\_\_/\_\_\_\_/\_\_\_\_
- Armed Forces Service Medal Veteran** means any veteran who while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation to which an Armed Forces service medal was awarded pursuant to [Executive Order 12985 \(61 FR 1209\)](#).
- Disabled Veteran** means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (ii) a person who was discharged or released from active duty because of a service connected disability.”