



Employee Name Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_  
 Personnel Number \_\_\_\_\_  
 Organizational Unit Name \_\_\_\_\_ Org Unit Phone \_\_\_\_\_

**Personal Data Form**

**EFFECTIVE DATE**  
 From \_\_\_\_\_ (MM/DD/YYYY)  New  Update

**PERSONAL DATA (IT0002)**  
 Last Name \_\_\_\_\_ Known as \_\_\_\_\_  
 First Name \_\_\_\_\_ Birth date \_\_\_\_\_  
 Middle Initial \_\_\_\_\_ (no period)

**PERMANENT HOME ADDRESS (IT0006)** (no punctuation or dashes)  
*(This is the address to which official University correspondence, including tax documents, will be mailed)*  
 Spouse's name (if applicable) \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
 I do not wish to have my home address information published in the University directory. (xdir)

**CURRENT HOME ADDRESS (IT0006)** (no punctuation or dashes)  
 c/o \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**WORK ADDRESS (IT0006)** (no punctuation or dashes)  
 Building \_\_\_\_\_  
 Room Number \_\_\_\_\_ Campus City \_\_\_\_\_ County \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**EMERGENCY CONTACT (IT0006)** (no punctuation or dashes)  
 Name \_\_\_\_\_  
 Telephone \_\_\_\_\_ Alternate Telephone \_\_\_\_\_



**EDUCATION (IT0022)** (not required for student workers)

Date of graduation \_\_\_\_\_

Type of educational institution \_\_\_\_\_

Institutional name (Institute acronym preferred) \_\_\_\_\_

Certificate/Degree \_\_\_\_\_ Is this the highest possible degree in your field?  Yes  No

**EDUCATION (IT0022)** (additional degrees, if any)

Date of graduation \_\_\_\_\_

Type of educational institution \_\_\_\_\_

Institutional name (Institute acronym preferred) \_\_\_\_\_

Certificate/Degree \_\_\_\_\_ Is this the highest possible degree in your field?  Yes  No

**QUALIFICATIONS (IT0024)** (skills, licenses and certifications, if applicable)

License \_\_\_\_\_  Programming language \_\_\_\_\_  
Proficiency: \_\_\_ Low \_\_\_ Average \_\_\_ High \_\_\_ Excellent

Certification \_\_\_\_\_  Programming language \_\_\_\_\_  
Proficiency: \_\_\_ Low \_\_\_ Average \_\_\_ High \_\_\_ Excellent

Other \_\_\_\_\_  Foreign language \_\_\_\_\_  
Proficiency: \_\_\_ Low \_\_\_ Average \_\_\_ High \_\_\_ Excellent

Other \_\_\_\_\_  Foreign language \_\_\_\_\_  
Proficiency: \_\_\_ Low \_\_\_ Average \_\_\_ High \_\_\_ Excellent

**Employee Signature** \_\_\_\_\_