



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)	NUID (if known)	_____

### 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** \_\_\_\_\_