

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 \_\_\_\_\_ Name at Birth \_\_\_\_\_  
First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ (no period)  
Known as \_\_\_\_\_  
Birth date \_\_\_\_\_ Gender  Male  Female

### 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 \_\_\_\_\_

**ADDITIONAL PERSONAL DATA (IT0077)**

Ethnicity ("X" one)  Hispanic/Latino (E1)  Not Hispanic/Latino (E2)

Race ("X" all that apply)  American Indian/Alaskan Native (R1)  Native Hawaiian or Other Pacific Islander(R4)  
 Asian (R2)  White (R5)  
 Black or African American (R3)  Unknown (R9)

Veteran ("X" all that apply)  Non Veteran(V1)  Special Disabled Veteran(V2)  Vietnam Era Veteran(V3)  
 Other Protected Vet (V4)  Recently Separated Vet (V5)  Disable Veteran(V7)  
 Armed Forces Service Medal Veteran(V6)  Unknown(V8)

Discharge Date  Military Status  Not Applicable  Active National Guard

Medicare eligible  Yes  No

**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)**

<input type="checkbox"/> License _____	<input type="checkbox"/> Programming language _____ Proficiency: ___ Low ___ Average ___ High ___ Excellent
<input type="checkbox"/> Certification _____	<input type="checkbox"/> Programming language _____ Proficiency: ___ Low ___ Average ___ High ___ Excellent
<input type="checkbox"/> Other _____	<input type="checkbox"/> Foreign language _____ Proficiency: ___ Low ___ Average ___ High ___ Excellent
<input type="checkbox"/> Other _____	<input type="checkbox"/> Foreign language _____ Proficiency: ___ Low ___ Average ___ High ___ Excellent

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