



PERSONNEL DATA FORM

SOCIAL SECURITY #		EMPLOYEE ID # (if known)	DEPARTMENT NAME
PREFIX — Dr. Yes or No	LEGAL LAST NAME		LEGAL FIRST NAME
MIDDLE INITIAL	SUFFIX (JR, SR, etc.)	CHOSEN FIRST NAME (if applicable)	BIRTHDATE
CURRENT STREET ADDRESS		CITY, STATE & ZIP	
HOME PHONE	CELL PHONE	BUSINESS PHONE (if applicable)	
PERSONAL EMAIL ADDRESS		GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer Not to Answer	

ETHNICITY/RACE

- Are you of Hispanic or Latino origin? YES NO Prefer Not to Answer
- What is your race (see definitions on back of form)? Select one or more of the following categories:
 - American Indian or Alaska Native
 - Native Hawaiian or Other Pacific Islander
 - Asian
 - White
 - Black or African American
 - Prefer Not to Answer

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____
Cell Phone Number: _____ Home Phone Number: _____

Signature: _____ Date: _____

<i>HR/PAYROLL USE ONLY</i>		
SS Verification: _____	New or Rehire	MD New Hire: _____
NSO Registry: _____	Date of Hire: _____	

DEFINITIONS:

American Indian or Alaska Native: A person having origins on the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.