

Group: Administrator Support Staff Temp. Faculty Grad Assistant



PERSONAL DATA FORM
(ALL DATA MUST BE COMPLETED FOR PAYROLL PROCESSING)

Last Name: _____ First Name: _____ MI: _____ Known By: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____

Social Security Number: _____ Date of Birth: _____ Male or Female

Status: Single Married Title: Mr. Mrs. Miss Ms. Dr. Rev. Sr.
Suffix: DDS PhD MD SJ Jr. Sr. II III IV

Supervisor: _____ Department: _____ Hire Date: _____

Registered Disabled: Yes No

Religion: Baptist
 Buddhist
 Catholic
 Eastern Orthodox
 Episcopal/Anglican
 Evangelical
 Hindu
 Jewish
 Lutheran
 Methodist
 Muslim
 Other Christian
 Other Non-Christian
 Presbyterian
 UCC
 Not Applicable

Cleric Religion: Not Applicable
 Jesuit
 Non-Jesuit Cath. Clergy
 Other Non-Cath. Clergy
 Women Religious

Veteran Status: Not a Veteran
 Disabled Veteran
 Disabled Vietnam Vet.
 Vietnam Veteran
 Other Eligible Veteran
 Other Eligible Dis. Vet.

Ethnic Origin: American Ind./Alas. Native
 Asian/Native Hawaiian/
Pacific Islander
 Black/African American
 Hispanic/Latino
 White/Caucasian (Non-
Hispanic)

Separation Date: _____

US Citizen/Permanent Resident
 Non-Resident Alien – Visa Status J H F Other Expiration Date: _____

Emergency Contact Name: _____
Contact Address: _____ City: _____ State: _____ Zip: _____
Contact Phone Number: _____ Relation to Employee: _____

Highest Degree Obtained: High School GED/HED Associate Bachelor Masters PhD DDS MD JD
Certificate: _____ License: _____
Date Received: _____ Institution Name: _____

***PRESENTED TWO (2) FORMS OF IDENTIFICATION SHOWING LEGAL WORKING STATUS IN THE UNITED STATES ON HIRE DATE? Yes No

SEND COMPLETED FORM TO HUMAN RESOURCES (STRAZ TOWER, RM. 185) WITHIN 24 HOURS OF HIRE DATE