



Personal Data Form

University System Office- Human Resources

New Hire

Rehire

Name as it appears on Social Security Card

Prefix: Doctor Miss Mister Mrs. Ms.

First: Middle Last Suffix

Preferred Name

Home Address:

Mailing address (if different from Home Address):

Address

Address

City State

City State

County Zip

County Zip

Contact Information:

Home:

Cell:

E-Mail:

Other:

Highest Education Level:

- Less than High School Grad
- High School Grad/Equivalent
- Some College
- Educational Specialist
- Technical School
- 2 Year College Degree
- Bachelor's Degree
- Some Graduate School
- Master's Level Degree
- Doctorate (Academic)
- Doctorate (Professional)
- Post-Doctorate

Gender: Male Female

Marital Status: *Status Date:

- Single
- Married*
- Divorced*
- Widowed*

Ethnicity : (voluntary)

- American Indian/Alaskan Native (not Hispanic or Latino)
- Asian/Pacific Islander (not Hispanic or Latino)
- Hispanic or Latino
- Black or African American (not Hispanic or Latino)
- White (not Hispanic or Latino)
- Two or More Races (not Hispanic or Latino)
- Other
- Not Disclosed

Military Status: (voluntary - definitions attached)

- Not a Veteran
- Active Reserve
- Vietnam Era Veteran
- Recently Separated Veteran
- Other Protected Veteran
- Special Disabled Veteran

Disability Status : (voluntary)

- Disabled
- Not disabled
- Undisclosed

Date of Birth:

Country of Birth:

Citizenship Status:

- Citizen or national of the United States
- A Lawful Permanent Resident
- Non-Resident Alien authorized to work in the U.S.

Emergency Contact Information

Name: Relationship: Telephone Number:

Name: Relationship: Telephone Number:

I understand that any changes to Personal Data indicated on this form should be reported to Human Resources within 14 days of the change.

Signature

Date



University System Office- Human Resources

Purpose:

The Personal Data Form is designed to allow Human Resources to collect accurate data directly from employees. Information collected on this form is confidential, unless designated as "directory information." and used only for employment and payroll purposes or to meet institution, Board of Regents, State and Federal reporting requirements. "Directory information" refers to an employee's name, job title, and dates of employment and may be released without an employee's authorization to a prospective employer who contacts KSU to verify employment.

Your Name:

In order to fulfill Federal tax reporting requirements, we enter your name in the HR database exactly as it is shown on your Social Security card. You will be required to present your Social Security card to verify this information. Please note your paycheck will be issued in the name that appears on your Social Security Card. If the name that appears on your Social Security Card is not the name that you currently use (i.e., you have had a name change), you must visit the Social Security Administration office and request a new card with the correct name. Once you provide your new Social Security card to HR, our records will be changed accordingly.

Equal Employment Compliance and Requested Employee Information

It is the policy of the University System of Georgia to provide affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, sex, sexual orientation, age, religion, national origin or disability. The University System of Georgia does not discriminate against any employee or applicant for employment with regard to any opportunity for which the employee is qualified. Information gathered on this form relating to age, gender, ethnicity, military status and disability status are used for state and federal reporting requirements.

Ethnicity

American Indian/Alaskan Native (not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Asian/Pacific Islander (not Hispanic or Latino): 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. A person having origins in any of the 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.

Black or African American (not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

White (not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Two or More Races (not Hispanic or Latino): All persons who identify with more than one of the above five races

Disabled and Veteran Status

The University System of Georgia complies with the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Assistance Act of 1974, and as such takes affirmative action to employ and advance qualified persons who are members of the above named groups. Disclosure of this information is strictly voluntary and no adverse action will result from the disclosure or non-disclosure of this information. Please see below for brief descriptions of military status considered protected veterans.

Special Disabled Veteran means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation under laws administered by the Department of Veterans' Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap or (ii) a person who was discharged or released from active duty because of a service connected disability.

Veteran of the Vietnam era' means a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

Recently Separated Veterans' means any veteran who served on active duty in the U.S. military, ground, naval or air service during the one year period beginning on the date of such veteran's discharge or release from active duty.

Other Protected Veterans' means veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

Emergency Contact Information

The USO requests the name, relationship and phone number for two individuals who may be contacted in case of emergency.