

Employee Information Form
Every new hire must complete this document in its entirety

Prefix _____ First Name _____ Last Name _____ Suffix _____ Social Security Number _____ - _____ - _____ Date of Birth: _____ - _____ - _____ MM DD YYYY Home Address: Street _____ City/State/Zip code _____ Home Phone () _____ - _____ Cell Phone* () _____ - _____ Email Address* _____ Mailing Address (if different than above): Street _____ City/State/Zip code _____	Marital Status _____ (Refer to A) Gender _____ (M/F) Ethnic Code _____ (Refer to B) Veteran Status _____ (Refer to C) Military Status _____ (Refer to D) Disability Status _____ (Refer to E) Visa Code _____ (Refer to F) Citizenship Country: _____ Visa Expiration Date: _____ MM DD YYYY
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*Cell Phone and Email Address are required in order to obtain system login information

Education Level _____ (Refer to G) Degree Obtained _____ Major _____ Institution _____ Degree State _____ Education Level _____ (Refer to G) Degree Obtained _____ Major _____ Institution _____ Degree State _____

Emergency Contact Information: Name: _____ Relationship _____ (Refer to H) Check box if address is the same as employee _____ Home Phone () _____ - _____ Address: _____ Cell Phone () _____ - _____ City/State/Zip code: _____ Work Phone () _____ - _____

Signature _____ Department _____ Date Signed _____

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A	MARITAL STATUS	F	VISA CODE
D	Divorced	US	US citizen
M	Married	A1	A visa-diplomat/counsel
S	Single	CN	Canadian citizen
C	Common-Law	E1	E-visa trade
W	Widowed	F1	F-visa student
X	Separated	G1	G-visa-international organization rep.
H	Head of Household	H1	Exceptional services
		H2	Temporary services
B	ETHNIC CODE	IM	Immigrant visa (not refugee)
01	White	II	Media
02	Black or African American	J1	Federal program scholar
03	Hispanic or Latino	K1	Fiancée/Fiancé
04	Asian	L1	Intracompany transferee
05	American Indian or Alaskan Native	OT	Other, non-immigrant visa
06	Native Hawaiian or Other Pacific Islander	RF	Refugee status
C	VETERAN STATUS	G	EDUCATION LEVEL
01	Active reserve	<HS	Grade/HS work in years
02	Inactive reserve	HS	High school/GED
03	Newly separated veteran	TS	Trade school certificate
04	No military service	SC	Some college
05	Not a veteran	AA	Associate degree
06	Not a Vietnam era veteran	BL	Bachelor's degree
07	Other protected veteran	TC	Teaching certificate
08	Post-Vietnam era veteran	MPW	Master program work
09	Pre-Vietnam era veteran	MD	Master's degree
10	Retired military	DPW	Doctoral program work
11	Veteran/VA ineligible	PHD	PhD. Doctor of Philosophy
12	Veteran of Vietnam era	DS	SCD-Science
13	Vietnam and other protected veteran	EBA	DBA-Business Administration
14	Vietnam era veteran	EDD	EDD-Education
		LLB	LLB Laws jurisprudence
D	MILITARY STATUS	DLL	Doctor Laws & Letters
NM	Not in military reserve	JD	Juris doctorate
AR	Active reserve		
IC	Inactive reserve-subject to call-up	H	EMERGENCY CONTACT
IR	Inactive reserve	AU	Aunt/Uncle
NG	National guard	BS	Brother/Sister
		DS	Daughter/Son
E	DISABILITY STATUS	FM	Father/Mother
NH	No handicap/disability	GG	Grandfather/Grandmother
01	Non-ambulatory (wheelchair)	GC	Grandchild
02	Semi-ambulatory	MF	Mother-in-law/Father-in-law
03	Coordination	NN	Niece/Nephew
04	Sight	OT	Other
05	Hearing	SP	Spouse
06	Speech		
07	Learning		
08	Mental/Psychological		