

**EMPLOYEE INFORMATION**

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Prefix: Employee (Legal Name): \_\_\_\_\_  
 Dr. (Last) (First) (Middle)  
 Mr.  
 Ms.  
 Miss Social Security Number: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
 Mrs. REQUIRED

Home Address:  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email Address \_\_\_\_\_

Phone Numbers/Emergency Contacts:  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Emergency Contact's Phone #: \_\_\_\_\_  
Relationship: \_\_\_\_\_

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Gender:  Male  Female Marital Status:  Single  Married, date: \_\_\_\_\_  
Birth Date: \_\_\_\_\_ Birth Country: \_\_\_\_\_  
Birth City: \_\_\_\_\_ Birth State: \_\_\_\_\_

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Job Information: Position Title: \_\_\_\_\_  
Department: \_\_\_\_\_ Start/Hire Date: \_\_\_\_\_

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Are you actively participating in Teacher's Retirement System (TRS), Optional Retirement System (ORP) or Employees' Retirement System (ERS)?

Yes – TRS  Yes – ORP  Yes – ERS  No

If yes, where \_\_\_\_\_ State of \_\_\_\_\_ Are you vested? Yes  No

Are you retired under TRS, ORP or ERS?  Yes – TRS  Yes – ORP  Yes – ERS  No

If yes, where \_\_\_\_\_ State of \_\_\_\_\_

Dual Appointment (Joint Staffing): Have you previously worked or are you currently working for another University System of Georgia institution?

(i.e. UGA, GA Tech, Georgia State, etc.) Yes  No  If yes, please list institution and dates

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# EEO Reporting

Highest Level of Education:       Less than High School                       Master's Degree  
     High School Diploma/GED                       Ed. Spec. Degree  
     Associate's Degree                                       Doctorate Degree  
     Bachelor's Degree     MD, DDS, JD

Referral Source:       Advertisement (Publication \_\_\_\_\_)                       Executive Search (Firm \_\_\_\_\_)  
     Agency (Agency Name \_\_\_\_\_)                       Former Employee  
     Applicant Clearinghouse                                       Internet (Site \_\_\_\_\_)  
     Client Referral     Job Fair  
     College Recruiting     Job Posting (Location \_\_\_\_\_)  
     Employee Referral     Open House  
     Phone Inquiry     Other \_\_\_\_\_

Military Status:       Active Reserve     Retired Military  
     Inactive Reserve     Vietnam Era Veteran  
     No Military Service     Other Veteran

<b>ETHNIC SELF-IDENTIFICATION – <u>Select One</u> (categories established by federal OMB/Census Bureau guidelines)</b>	
<input type="checkbox"/> Hispanic or Latino	A PERSON OF CUBAN, MEXICAN, PUERTO RICAN, SOUTH OR CENTRAL AMERICAN, OR OTHER SPANISH CULTURE OR ORIGIN, REGARDLESS OF RACE
<input type="checkbox"/> Not Hispanic or Latino	
<b>RACIAL SELF-IDENTIFICATION – <u>Select all that apply</u> (categories established by federal OMB/Census Bureau and State of Georgia guidelines)</b>	
<input type="checkbox"/> American Indian or Alaska Native	A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH AND SOUTH AMERICA (INCLUDING CENTRAL AMERICA), AND WHO MAINTAINS TRIBAL AFFILIATION OR COMMUNITY ATTACHMENT.
<input type="checkbox"/> 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.
<input type="checkbox"/> Black or African-American	A PERSON HAVING ORIGINS IN ANY OF THE BLACK RACIAL GROUPS OF AFRICA.
<input type="checkbox"/> Native Hawaiian or other Pacific Islander	A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF HAWAII, GUAM, SOMOA, OR OTHER PACIFIC ISLANDS.
<input type="checkbox"/> White	A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF EUROPE, THE MIDDLE EAST OR NORTH AFRICA.

Citizenship Status:       **U.S. Native** – An individual born in the 50 states, the District of Columbia, and in most cases, U.S. territories and commonwealths, as are most persons born abroad to parents (or a parent) who are citizens.  
     **U.S. Naturalized** - A naturalized citizen is a person who was born an alien, but has lawfully become a citizen of the United States  
     **Alien-Permanent Resident** - Any person not a citizen of the United States who is residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant  
     **Alien-Temporary** - An alien who seeks temporary entry to the United States for a specific purpose  
    Visa Type: \_\_\_\_\_  
    Expiration Date: \_\_\_\_\_

**\* For HR office use only\*** Background Check

Authorization and Identity (List A) Document: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Identity (List B) Document: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Authorization (List C) Document: \_\_\_\_\_ Exp Date: \_\_\_\_\_