

STUDENT EMPLOYEE INFORMATION

Prefix: Employee (Legal Name): _____
 Dr. (Last) (First) (Middle)
 Mr.
 Ms.
 Miss Social Security Number: _____ Banner ID#: _____
 Mrs.

Mailing Address:

Street: _____
City: _____ County: _____
State: _____ Zip Code: _____
Email Address _____

Phone Numbers/Emergency Contacts:

Home Phone: _____ Cell Phone: _____
Emergency Contact: _____ Emergency Contact's Phone #: _____
Relationship: _____

Gender: Male Female Marital Status: Single Married, date: _____

Are you a full-time student? Yes No

Date of Birth: _____ Country of Birth: _____
Birth City: _____ Birth State: _____

Job Information -

Employing Department: _____

Dual Appointment (Joint Staffing): Have you worked for another University System of Georgia college/university this academic year?

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

EEO Reporting

Highest Level of Education:

- | | |
|--|---|
| <input type="checkbox"/> Less than High School | <input type="checkbox"/> Master's Degree |
| <input type="checkbox"/> High School Diploma/GED | <input type="checkbox"/> Ed. Spec. Degree |
| <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> Doctorate Degree |
| <input type="checkbox"/> Bachelor's Degree | <input type="checkbox"/> MD, DDS, JD |

ETHNIC SELF-IDENTIFICATION – <u>Select One</u> (categories established by federal OMB/Census Bureau guidelines)	
<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	

RACIAL SELF-IDENTIFICATION – <u>Select all that apply</u> (categories established by federal OMB/Census Bureau and State of Georgia guidelines)	
<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

Employment Eligibility:

Authorization and Identity (List A) Document: _____

Exp Date: _____

Identity (List B) Document: _____

Exp Date: _____

Authorization (List C) Document: _____

Exp Date: _____