

## HR NewHire JED Employee Information

Supply information or circle appropriate answer.

**SSN:**

**First Name:**

**Middle Name:**

**Last Name:**

**Permanent Address:**

  
  
  
  

**Permanent Addr. Country:**

**Local Address:**

  
  


**Home Phone**

**Work Phone:**

**Listing in UD Directory:**

Home Phone?		Home Address?	
N	Y	N	Y

**Emergency Contact Name:**

**Emergency Contact Phone:**

**Emer. Contact Relationship:**

**Birth Date:**  **Gender:**

**Marital Status:**

Common-Law	Divorced	Head of Household	Married
Separated	Single	Unknown	Widowed

**Ethnicity:**

Amer. Indian/Alaskan	Asian/Pacific Islander	Black African American
Caucasian	Spanish	

**Military:**

Active Reserve	Disabled Vietnam Veteran	Inactive Reserve	None
Other Veteran	Retired	Special Disabled Veteran	Vietnam Veteran

**Referral Source**

Advertisement	Black Issues in Higher Ed	Chronicle of Higher Ed	Employ. Agency Private
Employ. Agency Public	Hotline (University)	Job Fair	Newspaper
Professional Journal	Recruitment-College	Recruitment-Special	Referral Personal
Other Source	Unknown	Walk-in	

**US Citizen?**  **If not, then from what country?**

**Resident or Visa Type:**

Dependent of J-1 (J-2)	Dependent of Non-Immigrant (H-4)	Immigrant (IM)	Special Occupation/Temp Worker (H1B)
Dependent of F-1 (F-2)		Permanent Resident (PR)	

**Visa Expiration:**

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**Highest Educ. Level:**

Associate's	Bachelor's	HS Dpl/Eqv.	Master's	No Acad. Credit
Other Doctor	PHD	Prof. Degr.	Some College	Trade School

**Degree 1:**

School Type:	Grad	Undergrad	Degree:
Major:	Date Acquired:        /        /		
Institution:	Country:		
	State (if country is USA):		

**Degree 2:**

School Type:	Grad	Undergrad	Degree:
Major:	Date Acquired:        /        /		
Institution:	Country:		
	State (if country is USA):		

**Degree 3:**

School Type:	Grad	Undergrad	Degree:
Major:	Date Acquired:        /        /		
Institution:	Country:		
	State (if country is USA):		

**Language 1:**

	<b>Speak</b>	<b>Write</b>	<b>Read</b>
	High Low Mod	High Low Mod	High Low Mod

**Language 2:**

	<b>Speak</b>	<b>Write</b>	<b>Read</b>
	High Low Mod	High Low Mod	High Low Mod

**Language 3:**

	<b>Speak</b>	<b>Write</b>	<b>Read</b>
	High Low Mod	High Low Mod	High Low Mod

**License/Certificate:**

	Issue Date:	Expir. Date:
	/    /	/    /

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	Issue Date:	Expir. Date:
	/    /	/    /

**License/Certificate:**

	Issue Date:	Expir. Date:
	/    /	/    /

**Honor/Award:**

	Grantor:	Issue Date:
		/    /

**Honor/Award:**

	Grantor:	Issue Date:
		/    /

**Honor/Award:**

	Grantor:	Issue Date:
		/    /

**Organization Membership:**

	Membership Date:
	/    /

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	Membership Date:
	/    /

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	Membership Date:
	/    /