# 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:** (Last, First)

**Emergency Contact Phone:** - -

**Emer. Contact Relationship:**

**Birth Date:** / /

**Gender:** F M

**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?** N Y

**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:** Date: / /

NAFTA-Canada/Mexico (TN) Student/Trainee (F-1) Teacher/Researcher/Student (J-1)

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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:** | | **Speak** High Low Mod | **Write** High Low Mod | **Read** High Low Mod |
| **Language 2:** | | **Speak** High Low Mod | **Write** High Low Mod | **Read** High Low Mod |
| **Language 3:** | | **Speak** High Low Mod | **Write** High Low Mod | **Read** High Low Mod |

| | | | |
|---|---|---|---|
| **License/Certificate:** | | **Issue Date:** / / | **Expir. Date:** / / |
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| **License/Certificate:** | | **Issue Date:** / / | **Expir. Date:** / / |

| | | | |
|---|---|---|---|
| **Honor/Award:** | | **Grantor:** | **Issue Date:** / / |
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| **Honor/Award:** | | **Grantor:** | **Issue Date:** / / |

| | | |
|---|---|---|
| **Organization Membership:** | | **Membership Date:** / / |
| **Organization Membership:** | | **Membership Date:** / / |
| **Organization Membership:** | | **Membership Date:** / / |