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|  | **EMPLOYEE DATA FORMPERSONAL DATA** |
| An asterisk (\*) indicates that a data field selection is required. SEE PAGE 2.Two asterisks (\*\*) indicate that a data field definition is available. SEE PAGE 2. |

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| **Please select only ONE of the following:** | Employee ID#:       |
| [ ]  New Hire | [ ]  Re-Hire | [ ]  Change |  |
| Last Name:       | Legal First Name:      | Preferred First Name(if different):       | Middle Name      |
| Country:USA | Home Address:      | **Please select only ONE:**[ ]  Permanent [ ]  Temporary |
| City:      | State:      | Zip Code:      |
| Mailing Address:      | City:      | State:      | Zip Code:      |
| Referral Source:\* | Specific Referral Source Name:      |
| Primary Home Phone#: (     )       -       | Gender: **Please select only ONE:** [ ]  Male [ ]  Female |
| Secondary PhoneType:\*  | Secondary Phone #:(     )       -       | Other PhoneType:\*  | Other Phone #:(     )       -       |
| Highest Education Level:\*  | Degree (Year Earned or Expected): |
| Major:  | Minor:  | School:  |
| Marital Status:\* | Birth Date(mm/dd/yy):      /       /       | Citizenship Status:\* | Race or Ethnic Category(s):\*\* |
| PrimaryLanguage:      | SpeakingProficiency:\* | ReadingProficiency:\* | WritingProficiency:\* | [ ]  Native Language[ ]  Teacher[ ]  Translator |
| SecondaryLanguage:      | SpeakingProficiency:\* | ReadingProficiency:\* | WritingProficiency:\* | [ ]  Native Language[ ]  Teacher[ ]  Translator |
| Military Status:\*\* | Military Discharge Date: (mm/dd/yy)      /       /       | Social Security Number:      | Disabled: **Please select ONE:**[ ]  Yes [ ]  No |
| Special Disabled Veteran:\*\***Please select ONE:**[ ]  Yes [ ]  No | Primary EmergencyContact Name:       | Relationship to Employee:\* (immediate family) or  other |
| Address:      | City:      | State:      | Zip Code:      |
| Primary Phone #:(     )       -       | Primary Phone Type:\*  | Other Phone #:(     )       -       | Other Phone Type:\* |
| Employee’s Signature: | Employee Printed Name: | Date (dd/mm/yy):      /       /       |

Revised: 11/13/2013

**LISTING / DEFINITION OF EDF PERSONAL DATA FIELD CHOICES**

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| --- | --- | --- | --- | --- |
| Highest Education Level2-Year College DegreeBachelor’sDoctorateHigh School Graduate or EquivalentLess than High School GraduateMaster’sMD, DDS, JDPost-DoctorateSome CollegeSome Graduate SchoolTechnical School**Proficiency**HighModerateLow | **Referral Source**Advertisement AgencyCollege RecruitingEmployeeExecutive ReferralFormer EmployeeInternetJob FairNation JobNetworkingNoneOpen HouseOther SourcePhone InquirySN FormTalent ScoutTech SchoolUnsolicitedWalk-InWilliams Website | **Phone Type**CampusDormitoryHomeMainOtherWork PagerPager 2Personal BusinessTelexWork CellWork Fax**Marital Status**Common-LawDivorcedHead of HouseholdMarriedSeparatedSingleWidowed | Citizenship StatusAlien PermanentAlien TemporaryCanadian CitizenEmployment VISANativeNaturalizedOtherPermanent Resident**Relationship (Immediate Family)**BrotherDaughterFatherFoster DaughterFoster SonMotherSisterSonSpouse | **Relationship(Other)**AuntDomestic Partner-AdultEmployeeEstateEx-SpouseFather-In-LawFriendGrandchildGrandfatherGrandmotherMother-In-LawNeighborNephewNieceOther RelativeOtherRoommateUncle |

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| **Special Disabled Veteran**: | Person who: (A) Is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Dept of Veterans Affairs for a disability (1) rated at 30% or more, or (2) rated at 10 or 20% in the case of a veteran who has been determined under Section 3106 of Title 38, U.S.C., to have a serious employment handicap, or (B) A person who was discharged or released from active duty because of a service-connected disability. |
| **Race and Ethnicity Categories**:  | Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For these purposes, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group. Race/ethnic categories for this survey are: |
|  Hispanic or Latino | * A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
 |
|  American Indian or Alaskan Native (Not Hispanic or  Latino) | * A person with 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.
 |
|  Asian (Not Hispanic or Latino) | * A person with 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.
 |
|  Black or African-American (Not Hispanic or Latino) | * All persons having origins in any of the Black racial groups of Africa.
 |
|  Native Hawaiian or Other Pacific Islander (Not Hispanic or  Latino) | * A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
 |
|  White (Not Hispanic or Latino) | * All persons having origins in any of the original peoples of Europe, the Middle East, or North America.
 |
|  Two or More Races (Not Hispanic or Latino) | * All persons who identify with more than one of the above five races.
 |
| Military Status: |  |
|  Active Military Retired Military  Active Reserve |  |
|  Inactive Reserve |  |
|  No Military Service |  |
|  Other Eligible U.S. Veteran | * Veterans who served in the military, ground, naval or air service of the United States on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. This includes a large number of military engagements. The information required to make this determination is available on the Internet at: <http://www.opm.gov/veterans/html/vgmedal2.htm>
 |
|  Other Veteran | * All veterans who do not fall into one of the other defined categories.
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|   |  |
|  Eligible Vietnam Era Veteran  | (A) Served on active duty for a period of more than 180 days (NOT dishonorably discharged) or (B) was discharged from active duty for a service connected disability; if any part of such active duty:1. occurred in the Republic of Vietnam between Feb 28, 1961 and May 7, 1975; or
2. occurred between August 5, 1964 and May 7, 1975, in all other cases.
 |
|  Viet Vet/Active Reserve |  |
|  Viet Vet/Inactive Reserve |  |
|  Viet Vet/Retired |  |
|  Viet and Other Eligible Veteran | Vets who meet the requirements of both these categories. |
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