

## New Employee Information Form

The New Employee Information Form should be completed by the employee after an offer of employment has been made and accepted.

<b>Employee Information (required)</b>
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First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Last Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

uNID: \_\_\_\_\_ Email Address: \_\_\_\_\_

**\*\*\* Please call \_\_\_\_\_ at \_\_\_\_\_ and provide the following information \*\*\***

Social Security Number

Date of Birth

**(Do not provide your Social Security Number or birth date on this form.)**

<b>Emergency Contact Information (Required)</b>
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Name: \_\_\_\_\_ Relationship to Employee: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_ Other Phone Type: \_\_\_\_\_

<b>I-9, Employment Eligibility Information (required)</b>
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Check one of the following:

A Citizen of the United States

A lawful permanent resident

An alien authorized to work

<b>Identity Information (Optional-See Choices Below)</b>
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Gender: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Highest Education Level: \_\_\_\_\_

Military Status: \_\_\_\_\_ Ethnic Group: \_\_\_\_\_ Other Ethnic Group: \_\_\_\_\_

**Marital Status:**

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

**Highest Education Level**

- A. Not Indicated
- B. Less than HS Graduate
- C. HS Graduate or Equivalent
- D. Some College
- E. Technical School
- F. 2-Year College Degree
- G. Bachelor's Level Degree
- H. Some Graduate School
- I. Master's Level Degree
- J. Doctorate (Academic)
- K. Doctorate (Professional)
- L. Post-Doctorate

**Military Status**

Active Reserve  
Armed Forces Service Medal Vet  
Inactive Reserve  
No Military Service  
Not a Veteran  
Not a Vietnam-Era Veteran  
Not Indicated  
Other Protected Veteran  
Post-Vietnam-Era Veteran  
Pre-Vietnam-Era Veteran  
Retired Military  
Service Medal & Other Vet  
Special Disab Other Vet  
Veteran (VA Ineligible)  
Veteran of the Vietnam Era  
Viet Era Special Disab Vet  
Viet Spec Other  
Vietnam & Other Protected Vet  
Vietnam-Era Veteran

**Ethnic Group**

Asian/Pacific Islander  
Asian-Cambodian  
Asian-Chinese  
Asian-Korean  
Asian-Laos  
Asian-Other  
Asian-Polynesian  
Asian-Samoan  
Asian-Thai  
Asian-Tongan  
Asian-Vietnamese  
American Indian/Alaskan Native  
Asian  
Black  
Black/African American  
White  
Hispanic-Central American  
Hispanic-Cuban  
Hispanic  
Hispanic-Mexican, Chicano  
Hispanic-Other  
Hispanic-Philipino  
Hispanic-Puerto Rican  
Hispanic-South American  
Hispanic-Spanish  
Hispanic/Latino  
Native American-Cherokee  
Native American-Crow  
Native American-Hopi  
Native American  
Native American-Navajo  
Native American-Ute  
Not Specified  
Other  
Native Hawaiian/Other Pacific Islander  
Unknown  
White