



Personal Data Sheet

Personal Information (Information needed for Payroll)

DATE: _____

Name {name}

Address {address}

City, ST Zip {city_st_zip}

County {country}

Country(circle) United States or Canada Home email {email}

Name of School District {name_of_school_district}

(Mandatory for residents of OH, PA, MD, IN)

Home Phone {home_phone} Cell Phone {cell_phone}

Birth Date {birth_date}

Male {male_enter_x} Female {female_enter_x}

Marital Status: {marital_status_enter_married_or_single}

{select_time_zone}

Time Zone: Eastern Central Mountain Pacific Arizona Alaska Hawaii

Race Information (optional – for EEOC Reporting)

Caucasian

Caucasian ____ African-American ____ Hispanic or Latino ____ Asian ____

American Indian/Native Alaskan ____ Native Hawaiian or Other Pacific Islander ____

Other _____

Emergency Contact(s) Information

Name {emergency_contact_name_1} Relation {emergency_contact_relation_1}

Home Phone {emergency_contact_home_phone_1} Cell Phone {emergency_contact_cell_phone_1}

Name {emergency_contact_name_2} Relation {emergency_contact_relation_2}

Home Phone {emergency_contact_home_phone_2} Work Phone {emergency_contact_work_phone_2}