



Personal Data Sheet

Personal Information (Information needed for Payroll)

DATE: _____

Name John Smith

Address 1234 Man Street

City, ST Zip Chicago, IL 60634

County USA

Country(circle) United States or Canada Home email alinawaity@yahoo.com

Name of School District {name_of_school_district}

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

Home Phone 847-405-5457 Cell Phone 847-405-5457

Birth Date 01/01/1900

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)

{enter_race_information_from_the_list}

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

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

Other _____

Emergency Contact(s) Information

Name Mary Smith Relation wife

Home Phone 123-456-4689 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}

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