

BLUEFIELD STATE UNIVERSITY NEW EMPLOYEE DATA SHEET

(TO BE COMPLETED BY EMPLOYEE and returned to the Office of Human Resources)

Name:		SSN:	
Address:		Email:	
City:	State:	ZIP:	
Phone:	DOB:	County of Residence:	

<u>GENDER</u>	<u>CLASSIFICATION</u>	<u>VETERAN STATUS</u>	<u>DISABILITY</u>
Male Female	Staff Faculty Student Adjunct Extra Help Saunders	0 - None / I am NOT a Veteran 1 - Active or Recently Separated Veteran 2 - Vietnam Veteran Only 3 - Both Vietnam/Other Eligible 4 - Disabled Veteran	Do you have a disability as defined by the Americans with Disabilities Act of 1990 (ADA) & ADA Amendments Act of 2008 (ADAAA)? Yes, I have a disability No, I do not have a disability I prefer not to respond

<u>ETHNICITY / RACE INFORMATION</u> Are you Hispanic or Latino? A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Yes No What is your race? SELECT ONE OR MORE. 1 - American Indian or Alaska Native. A person having origins in any of the original people of North and South America (including Central America), and who maintains a tribal affiliation or community attachment. 2 - Black or African American. A person having origins in any of the original peoples of Africa including Jamaica, Bahamas, and the Caribbean Islands. 3 - Asian. A person having 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. 4 - Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, and other Pacific Islands. 5 - White. A person having origins in any of the original peoples of Europe, the Middle East, or North America. 6 - Two or More Races. All persons who identify with more than one of the above races.	<u>MARITAL STATUS</u> Married, If yes, name of spouse: _____ Divorced Single Separated <u>Primary Location</u> Bluefield Beckley <u>Office Location</u> Building _____ Supervisor _____ Position Hired _____ Phone _____ Start date _____
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<u>ACADEMIC RANK</u> 1 – Professor 2 – Associate Professor 3 – Assistant Professor 4 – Adjunct Professor 5 – Instructor 6 – Lecturer 7 – Visiting Instructor	<u>HIGHEST DEGREE (state discipline)</u> 0 - No Degree Info Available 1 - Doctoral Degree 2 - First Professional Degree (DDS, DO, DVM, JD, LLB, or MD) 3 - Advanced Cert. (CAS, CAFS, or Ed.S) 4 - Master's Degree 5 - Bachelor's Degree 6 - Associate Degree 7 - No Earned Degree Discipline: _____	<u>WV EMPLOYMENT HISTORY</u> Have you worked in, or are you currently working, in a WV state position? Yes No If yes, please list all WV state service, including current, and give employer name and dates of employment: _____ _____ Are you a graduate of Bluefield State University? Yes No If yes, Graduation Date: _____
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<u>In Case of Emergency, Notify:</u> Name: _____ Relationship: _____ Phone: _____	Name: _____ Relationship: _____ Phone: _____
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May we release your name, address and phone number to those who inquire? ☐ Yes No

May we include your name and personal information in the Employee Directory? ☐ Yes No

I certify the information provided is accurate to the best of my knowledge.

Employee Signature _____ Date _____