



Biographical Data Sheet for Employees

This form must be completed by the employee and submitted to HRS for every new hire. This information is used to create your personnel record in accordance with state and federal laws.

Employment Status

<input type="checkbox"/> EPA Faculty	<input type="checkbox"/> EPA Administrative	<input type="checkbox"/> SPA (Staff)	<input type="checkbox"/> Non-Student Temporary
<input type="checkbox"/> Full-Time or ¾ Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> As Needed Basis	
Date Employment Begins (mm/dd/yyyy)			

Employee Information

Social Security Number	Name Prefix <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.		
Full Name (as it appears on SS card)	Name Suffix <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> II <input type="checkbox"/> III		
Preferred First Name			
Address	City	State	Zip
Home Telephone	Mobile Telephone	List in Campus Directory? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Department Where Employed		Campus Telephone	
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other		
Date of Birth (mm/dd/yyyy)	Place of Birth		

Selective Service Status (Required under NC General Statutes 143B-421.1)

Do you certify that you are registered with the US Selective Service? Yes No

If you answered No, please indicate why you are not registered by checking the appropriate box below:

- I am female. (Note: Females are not required to register with the Selective Service System)
- I am in the armed services on active duty (Note: members of the Reserves and National Guard are not considered on active duty)
- I am under the age of 18 years.
- I was born before 1960.
- I am a permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands.
- I am a non-immigrant alien.

Citizenship

United States Non-Resident Foreign Alien Resident Foreign Alien | Country of Citizenship:

Race/Ethnicity

Ethnicity: Are you **Hispanic or Latino**? (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish origin or culture, regardless of race.) Yes No

Race: (Select one or more)

- White:** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)
- Black or African American:** (A person having origins in any of the black racial groups of Africa.)
- American Indian or Alaska Native:** (A person having origins in any of the original peoples of North and South America (including Central America) who maintains tribal affiliation or community attachment.)
- 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.)
- Native Hawaiian or Other Pacific Islander:** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

Disability (Definitions can be found the last page)

Please check this box if you believe you may be covered by the Rehabilitation Act of 1973, as amended, and/or the Americans Disabilities Act of 1990as amended.

Please check this box if you can perform the essential duties of your current job with or without reasonable accommodation.

If you are in need of reasonable accommodations to perform essential job duties, please contact the Office of Disability Services at 828-262-3056 or visit: www.ods.appstate.edu (Brochure available at the HRS Office)

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Military Experience

Please Check any that Apply:

Special Disabled Veteran means (i) veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent 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 (ii) a person who was discharged or released from active duty because of a service-connected disability.

Veteran of the Vietnam-era means a person who (i) served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases.

Other Protected Veteran means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense. (For the Veterans Administration's listing of the campaigns and expeditions since World War II in which the U.S. has been engaged see <http://www.opm.gov/Veterans/html/vgmedal2.htm>.)

Recently Separated Veteran means any veteran during the three-year (one-year for VETS 100) period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

Separation Date ____/____/____

Armed Forces Service Medal Veteran means any veteran who while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation to which an Armed Forces service medal was awarded pursuant to [Executive Order 12985 \(61 FR 1209\)](#).

Disabled Veteran means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (ii) a person who was discharged or released from active duty because of a service connected disability.

In Case of Emergency, Please Notify

Person's Name		Relationship	
Home Telephone		Mobile Telephone	
Address	City	State	

Medical Alert Information

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Degree (If Applicable)		
Please begin with your highest degree awarded		
Degree	Major/Area of Degree	Year Degree Received
University	City	State
Degree	Major/Area of Degree	Year Degree Received
University	City	State
Degree	Major/Area of Degree	Year Degree Received
University	City	State
List any other licenses and certifications (provide dates and sources of issuance):		

IMPORTANT: To insure that you receive your paycheck on time, please complete this Biographical Data Sheet and Employment Packet in its entirety. If you are an **EPA Faculty or EPA Administrative employee**, please return this Biographical Data Sheet with your contract letter. You can pick up your Employment Packet at Human Resource Services or online at www.hrs.appstate.edu. **For SPA Employees/Staff**, please return the entire employment packet, including the Biographical Data Sheet to Human Resource Services. You can pick up an Employment Packet at Human Resource Services or online at www.hrs.appstate.edu. **For all New Employees**, please present this completed packet, along with appropriate, current identifications (such as drivers license **and** Social Security Card **or** an unexpired passport) to Human Resource Services, Founders Hall, for I-9 verification. If you do not have the aforementioned documents, please refer to the form I-9 for a complete list of accepted documents. For automatic deposit to be made to your checking account, please furnish a voided check (NOTE: Automatic Deposit is required for all permanent employees).

NOTE: Disclosure of your Social Security Number is mandatory. ASU is authorized to obtain this information pursuant to 26 United State Code, sections 3402 and 6109, and 42 United State Code, section 405. The number will be used as a personal identifier for records necessary to administration of and compliance with federal tax laws and regulations, and motor vehicle registration regulations.

Important Definitions:

“The Americans with Disabilities Act of 1990” requires employers to provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others.

“The Rehabilitation Act of 1973” provides that no qualified individual with a disability shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives federal assistance.

“Reasonable Accommodations” provide employment opportunities for persons with disabilities who otherwise would not be able to perform the essential functions of their job, and allow employees with disabilities to perform or be more productive.

“Veteran” means a person who served in the Armed Forces of the United States on active duty, for reasons other than training, and has been discharged under other than dishonorable condition.

Signature _____ Date _____