Alfred University
PERSONNEL DATA FORM

EMPLOYEE PERSONAL INFORMATION

Prefix: ☐ Dr. ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other_____

Name: _____

Last, First, MI   Preferred First Name

Address: _____

Street   Apt/Unit

_____

Address 2 (P.O. Box if applicable)

_____

City, State, Zip Code

Primary Phone: _____   **Alternate Phone:** _____

Social Security Number: _____   **Gender:** ☐ Male ☐ Female ☐ Other _____

Birth Date: _____   **Marital Status:** _____

Spouse's Name: _____   **Maiden Name:** _____

Are you a Veteran? ☐ Yes ☐ No   **If yes, Veteran File #** _____ **Date of Discharge:** _____
What type of Veteran are you?   ☐ Vietnam Era   ☐ Protected   ☐ Not Protected
☐ Armed Forces Indicator   ☐ Disabled

AFFIRMATIVE ACTION EEO DATA   ETHNIC BACKGROUND

Alfred University is an Equal Opportunity/AA employer. Information provided is voluntary and confidential and used for legal reporting purposes only.

☐ **Hispanic/Latino (any race)**

☐ **Non-Hispanic/Latino (please define race below)**

☐ African American ☐ American Indian or Alaska Native ☐ Asian ☐ Caucasian
☐ Native Hawaiian or Pacific Islander ☐ Two or more races ☐ I choose not to identify

JOB INFORMATION

Title: _____   **Banner ID:** _____

Supervisor: _____   **Department:** _____

Building: _____   **Room Number:** _____

Office Phone: _____   **Office Fax:** _____

EMERGENCY CONTACT

Name: _____

Last , First, MI

Address: _____

Street   Apt/Unit

_____

City, State, Zip Code

Primary Phone: _____   **Alternate Phone:** _____

Relationship: _____

EMAIL

E-mail is the official means of communication at Alfred University. To create your account, ITS will use your last name or a combination of your last name and first initial depending on the user names already in our system. You will be notified by ITS when your user name has been activated with a temporary password and we strongly suggest that you change your temporary password after the first log in. Your signature below indicates that you have read and agree to the Alfred University computing policies at: https://my.alfred.edu/information-technology-services/policies/index.cfm.

Signature:_____ **Date:**_____