# Employee Data Collection Form

## 1. Employee Information

<table>
<thead>
<tr>
<th>Social Security #:</th>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Suffix Name (circle one)

- [ ] II
- [ ] III
- [ ] IV
- [ ] V
- [ ] Jr.
- [ ] Sr.
- [ ] None

Birth Date: 

Racial Identity:
- [ ] Not Reported
- [ ] Amer Indian/Alaska Nat
- [ ] Black/African American
- [ ] Asian/Pacific Islander
- [ ] Hispanic
- [ ] White

Gender:
- [ ] Female
- [ ] Male

Citizenship/Visa Status:

<table>
<thead>
<tr>
<th>Citizenship Country:</th>
<th>Visa or Perm Res #:</th>
<th>Check Distribution:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Military Status (check one):

- [ ] Non-Veteran
- [ ] Veteran
- [ ] Vietnam Veteran
- [ ] Active Reserve
- [ ] Inactive Reserve
- [ ] Retired
- [ ] Special Disability

Highest Education Level (check one):

- [ ] Less Than 7th Grade
- [ ] 7th, 8th, 9th Grade Completed
- [ ] 10th, 11th Grade Completed
- [ ] High School Grad or GED
- [ ] Some Bus Coll Trade (HS Grad)
- [ ] Associate Degree Earned
- [ ] Bachelor's Degree Earned
- [ ] Some Graduate Study
- [ ] Advanced Grad Specialist (AGS)
- [ ] Master's Degree Earned
- [ ] Doctoral Degree Earned
- [ ] First Professional Degree Earned

Phone Directory (check one):

- [ ] All information
- [ ] Blank
- [ ] No Permanent Address/Phone
- [ ] No Permanent Address
- [ ] No Permanent Phone

Retired from State (check one):

- [ ] Yes
- [ ] No

## 2. Employee Address Information

<table>
<thead>
<tr>
<th>Business/Office Address:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Permanent Address:  

<table>
<thead>
<tr>
<th>City/State:</th>
<th>Zip Code:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 3. Employee Email Address Information

<table>
<thead>
<tr>
<th>Primary Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

## 4. Employee Education Information

<table>
<thead>
<tr>
<th>Institution:</th>
<th>Degree:</th>
<th>Degree Date (yyyy/mm):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>