

PERSONAL DATA SHEET

This form is to be completed by all new employees. Current employees must complete the appropriate section(s) on this form when a change to any of the information has occurred.

All information is kept confidential and separate from your personnel file.

Name: _____ Male Female Date of Birth: _____
Address: _____ Phone: home (_____) _____
_____ cell (_____) _____
Email Address: _____ Married Single Divorced Widowed
Social Security # if new hire: _____ LID # required if current employee: _____
Position: _____ Department: _____

EMERGENCY INFORMATION

Contact

Name: _____
Phone: home (_____) _____
cell (_____) _____
work (_____) _____

Relationship

Spouse Grandparent
 Ex-spouse Sister/Brother
 Child Aunt/Uncle
 Step-child Cousin
 Parent Parent-in-law
 Step-parent Friend/Other _____
Relationship

Alternate

Name: _____
Phone: home (_____) _____
cell (_____) _____
work (_____) _____

Relationship

Spouse Grandparent
 Ex-spouse Sister/Brother
 Child Aunt/Uncle
 Step-child Cousin
 Parent Parent-in-law
 Step-parent Friend/Other _____
Relationship

FEDERAL REPORTING REQUIRES THIS INFORMATION

It is the policy of Lakeland Community College to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, national origin or ancestry, sex, sexual orientation, marital and or parental status, age, religion disability or veteran status. Various agencies of the United States government require employers to collect information. This information is for purposes of compliance with record-keeping requirements and to determine recruiting and employment patterns and in no way affects eligibility for promotions, transfers, etc.

Are you Hispanic or Latino?

Yes
 No

Race / Ethnicity (Please select one or more):

American Indian or Alaskan Native Asian
 Black or African-American
 Native Hawaiian or Pacific Islander White

Do you consider yourself an individual with a disability?

Yes No Type of Disability: _____

Please sign to verify that the information you have provided is accurate to the best of your knowledge.

Signature

Date