



INTERNAL PERSONNEL INVENTORY

Personal data for administrative and staff is provided for payroll needs through the Payroll Director's office. Personal information is confidential and is available only by written consent of the employee. Should any of this information change, please inform the Payroll office. Your payroll records, mail, etc. could be affected.

PERSONAL INFORMATION

NAME (FULL LEGAL NAME)

LAST: FIRST: M.I.:

ADDRESS:

CITY: STATE: ZIP CODE:

BIRTH DATE: / /

DATE OF HIRE: / /

HOME PHONE:

CELL PHONE:

EMERGENCY CONTACT: NAME PHONE

SPOUSE'S NAME:

MARITAL STATUS SINGLE MARRIED OTHER GENDER MALE FEMALE RACE / ETHNICITY Check more than 1 if applicable NATIVE AMERICAN BLACK/AFRICAN AMERICAN ASIAN OR PACIFIC ISLANDER HISPANIC OF ANY RACE WHITE RACE ETHNICITY UNKNOWN NONRESIDENT ALIEN NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER TWO OR MORE RACES

CITIZENSHIP VISA/IMMIGRATION STATUS NAME OF COUNTRY TYPE

