



EMPLOYEE INFORMATION SHEET

Human Resources

In order to keep our records current we ask that each employee of Union College please complete this form and return it to Human Resources as soon as possible. In the event that any of the information on this form changes please contact Human Resources at ext. 6108. (Please print all information).

Job Title: \_\_\_\_\_ Department \_\_\_\_\_
Salutation: [ ] Ms. [ ] Mrs. [ ] Mr. [ ] Dr. Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_
Middle Name: \_\_\_\_\_ Preferred (Nickname) Name: \_\_\_\_\_
Home Address: Street: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_
Zip Code: \_\_\_\_\_ Home Phone #: ( ) \_\_\_\_\_ - \_\_\_\_\_
Cell Phone Number for Emergency Notification: ( ) \_\_\_\_\_ - \_\_\_\_\_

- ★ Do You Want Your Home Address Listed in the Staff Directory? [ ] Yes [ ] No
★ Do You Want Your Home Phone # Listed in the Staff Directory? [ ] Yes [ ] No
★ Do You Want Your Spouse/Partner's Name in the Staff Directory? [ ] Yes [ ] No

Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Age: \_\_\_\_\_ Gender: [ ] Male [ ] Female
Race: [ ] American Indian/Alaska Native [ ] Asian/Pacific Islander [ ] Hispanic
[ ] Black, non-Hispanic [ ] White, non-Hispanic [ ] Nonresident Alien
Status: [ ] Single [ ] Married [ ] Widow(er) [ ] Divorced [ ] Separated [ ] Domestic Partner

Spouse/Partner's Name: \_\_\_\_\_ Spouse/Partner's DOB: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
(If Applicable) Last First M.I.

Table with 2 columns: Name of Dependent Children, Date of Birth. Rows 1-6.

Education (List highest degree of education; if no degree list years completed and Educational Institution Attended)
\_\_\_\_\_
\_\_\_\_\_

In Case of an Emergency, Please Notify:
Name: \_\_\_\_\_ Address \_\_\_\_\_
Telephone No.: ( ) \_\_\_\_\_ - \_\_\_\_\_
Relationship: \_\_\_\_\_

Employee Signature

Date

## **CAMPUS SECURITY STATEMENT**

Union College is committed to assisting all members of the Union College community in providing for their own safety and security. Information regarding campus security and personal safety including topics such as crime prevention, Campus Safety law enforcement authority, crime reporting policies, crime statistics for the most recent three year period, and disciplinary procedures is available from the Union College Director of Campus Safety at 807 Union Street, Schenectady, New York 12308. This information may also be accessed from the Union College Campus Safety web page at [www.union.edu/PUBLIC/SAFETY/CommunityReport.html](http://www.union.edu/PUBLIC/SAFETY/CommunityReport.html).