

New Employee Data Collection Form

Complete legal name as printed on your Social Security Card:

Prefix (Ms., Mrs., Dr., Mr., Mx.): _____ Suffix: _____

Chosen Name if different from Social Security Card: _____

Nickname, i.e. "Scotty": _____

Physical Address:

Mailing Address:

Phone Number: _____ Cell or Home: _____

Birth Date: _____

Sex: _____

Marital Status: _____

Country or Citizenship: _____

Name and phone number of the person to call in the event of an emergency:

May we include your birthday in our weekly employee newsletter (just the month and day the week of your birthday)? Yes No

The following is not applicable for W&L students

Information needed for Spouse/Partner:

Name

Birth Date

Social Security Number

Email Address*

**(Used for Wellness Program enrollment information and communication)*

If you plan to enroll your dependents in the university's health, dental or life insurance, the following information is needed.

Name

Birth Date

Social Security Number

Circle Military Status and Branch below, if applicable

Retired	Active	Active Reserve	Discharged	Inactive Reserve	
Air Force	Army	Coast Guard	Marines	National Guard	Navy

Race/Ethnicity

In accordance with The Department of Education’s requirement that we ask this information of you, please use this guideline to answer the two questions in the box at the bottom of this page:

As defined by the Department of Education, the terms below have the following meanings:

“Hispanic/Latino” – means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.

“American Indian or Alaska Native” – means a person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.

“Asian” – means a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

“Black or African American” – means a person having origins in any of the Black racial groups of Africa.

“Native Hawaiian or Other Pacific Islander” – means a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

“White” – means a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

What is your ethnicity? (Choose one) <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic or Latino What is your race? (Select ALL that apply) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
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