

New Employee Data Collection Form

Name as printed on your Social Security Card: _____

Preferred name if not as written above: _____

Nickname you want us to know _____

Physical Address:

Mailing Address:

Cell Phone Number

Home Phone Number

Email Address

Birthdate

Sex

Marital Status

Country of Citizenship

Preferred Prefix (Ms., Mrs., Dr., Mr., Mx.)

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

Name of Spouse/Partner: _____

Is this a spouse or partner? _____

Birthdate of Spouse/Partner: _____

Email address of Spouse/Partner: _____

(used for Wellness Program enrollment information and communication)

Please list complete legal names and dates of birth for dependents under age 26.

Information needed for the on-line W&L directory:

Name of building where you work: _____

Office number, if applicable: _____

Office phone 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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