



PERSONAL INFORMATION SHEET

Periodically, information is necessary for statistical reporting, insurance, emergency information, and other personnel requirements. Please complete the following information.

EMPLOYEE NAME _____

JOB TITLE _____

DEPARTMENT _____

HOME PHONE NUMBER: _____ BIRTHDATE: _____

IN CASE OF EMERGENCY, PLEASE NOTIFY:

NAME _____ RELATIONSHIP _____

ADDRESS _____ PHONE (HOME) _____

CITY/ST/ZIP _____ PHONE (WORK) _____

PHONE (CELL) _____

ETHNIC BACKGROUND: (Check one only)

- WHITE (not of Hispanic origin) – all persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- BLACK (not of Hispanic origin) – all persons having origins in any of the Black racial groups of Africa.
- HISPANIC – all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ASIAN OR PACIFIC ISLANDER – all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent, or the Pacific Islands. This includes, for example, China, Japan, Korea, Philippine Islands, India, Pakistan, Guam, and Samoa.
- AMERICAN INDIAN OR ALASKAN NATIVE – all persons having origins in any of the original peoples of North and who maintain cultural identification through tribal affiliation or community attachment.

SEX: [] Male [] Female