



OFFICE OF HUMAN RESOURCES

300 College Park
St. Mary's Hall
Dayton, Ohio 45469-1649

CONFIDENTIAL EMPLOYEE DATA RECORD

Full Time [] Part Time []

(Please type or print clearly in black ink & attach a current resume.)

SECTION I - Please use legal name as it appears on your social security card.

Name _____ S.S.# _____

Last First MI

Nickname or Preferred Name: (not to be used on legal documents) _____ Former Last Name(s): _____

Home Address: _____ PO Box _____
Street _____
City _____ County _____ State _____ Zip _____

Ohio School District Name _____ Ohio School District # _____
(Entered by Human Resources)

Home Telephone Number _____ [] Listed [] Unlisted
Mobile Telephone Number _____ [] Listed [] Unlisted

Email Address: _____
Date of Birth _____ Place of Birth (city/state) _____ Gender [] Male [] Female

SECTION II

Race: [] Yes [] No Are you Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin)

Please identify your race by selecting one or more of the following:

Table with 3 columns: Selection box, Race name, and Description. Rows include American Indian or Alaskan Native, Black or African American, Asian, Native Hawaiian or Other Pacific Islander, and White.

Employment Identification and Eligibility

- 1. Are you authorized to work in the U.S.? Yes [] No []
2. Are you a United States Citizen? Yes [] No []
3. Are you a Lawful Permanent Resident? Yes [] No []
4. An Alien authorized to work in the US? Yes [] No []

PROOF OF CITIZENSHIP OR IMMIGRATION STATUS IS REQUIRED FOR EMPLOYMENT

If No, please stop here. If Yes, go to question number 2.

If Yes, check one [] Birth [] Derivative [] Naturalization
If Yes, STOP here and go to Section III (next page)
If No, move on to question number 3.

If Yes, go to Section III.
If No, fill-in following information & move on to question #4.

Country of Citizenship:

Country of Birth:

If Yes, how long? _____ *Please complete next section

Type of Visa: _____ Issue Date: _____ Expiration Date: _____
Arrival Date in US: _____

If an Alien authorized to work in the US:

USCIS/Reg. No. _____ Date _____ Port of Entry _____

(Please go to next page)



SECTION III

Marital Status: [] Single [] Married [] Divorced [] Widow/Widower
Religion: [] Catholic [] Protestant [] Other (Please write-in):
Vocation: [] Lay Person [] SM Brother [] SM Priest [] SM Sister
[] Other Priest [] Other Sister [] Other Religious

Degree Information:

Table with 4 columns: Degree, Major, Date Awarded, Institution/Location

Years of Relevant Experience: _____
Licensure & Certification Renewal Date: _____

In case of emergency:

Name _____ Relationship _____
Address _____
Street City State Zip
Telephone Numbers: Home: _____ Work: _____ Mobile: _____

Spouse - UD Employee? [] Yes [] No Department _____

Section IV - New Employee's Work-Related Information

Date of Hire _____ Department _____ Job Title _____
Supervisor's Name _____ Building _____ Room No. _____
Campus Telephone No. _____
Prior UD Service [] Yes [] No From: _____ To: _____ University ID: _____
(Date mm/dd/yyyy) (Date mm/dd/yyyy) (If Known)

University of Dayton Policies and Procedures: Please follow this link to view Human Resource's policies and procedures; https://www.udayton.edu/policies/hr/index.php

Please follow this link to view all University policies and procedures https://www.udayton.edu/policies/
(**It is your responsibility to familiarize yourself with this information and to visit the site regularly to stay up to date)

Date: _____ Employee Signature: _____