



Date: _____

Employee Personal Data Sheet (Please Print)

Virginia State University is required to maintain current personal data information and a means of emergency contact for all employees. We ask every employee to supply the following information, review it annually, and update as necessary. It is essential that we maintain current information in each employee record.

EMPLOYEE INFORMATION: (Check One) - New Employee Change/Update Information Empl ID# _____

Name: First _____ MI _____ Last _____

Home Phone: _____ Alt Phone _____ Gender: _____ Date Of Birth: _____

Physical Address: (Street) _____ P.O. Box: _____ (for mailing only) (City) _____ (State) _____ (Zip Code) _____

City/County of Mailing Address: _____ Social Security Number: _____ Email: _____

EEO Information: Race (Check All that Apply):

☐ White (includes Arabs)

Black (includes Jamaicans, Bahamians, and other Caribbean's or African but not Hispanic or Arabian descent)

☐ Hispanic (Spanish surname, includes Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Origin or culture)

Asian or Asian American (includes Pakistan, Indians, and Pacific Islanders)

☐ American Indian or Alaskan Native

Other _____

Employee's citizenship status (Check One): [] U.S. Citizen - C [] Resident Alien - A [] Non-resident Alien - N

Highest Education: _____

Prior State Employment: Yes ___ No ___ **Type of State Employment:** Faculty Administrator Faculty Classified Hourly Adjunct

Dates: _____ **If yes, State Agency Name:** _____

Work Information:

Position Title: _____ Department: _____ Campus Box: _____

Building Location: _____ Room # _____ Work #: _____ Work Cell #: _____

Contact Information:

In case of Emergency: Contact Person: _____ Relationship: _____ Contact Number: _____

In case of Death: Contact Person: _____ Relationship: _____ Contact Phone Number: _____

Veteran's Information: Current Active Reserve: Yes No Current Active Nat'l Guard: Yes No Veteran: Yes No

It is the employee's responsibility to ensure that this information is current and accurate.

Employee Signature & Date