



PERSONAL DATA FORM (PDF)

The Personal Data Form (PDF) is used to record the personal information for all employees. Seton Hall University is an equal opportunity employer and is required by federal law to report certain data. All information is reported in statistical form only. Please refer to the reverse side of this form for an explanation of selected terms. After completing, please sign, date and return to the Department of Human Resources, Martin House 366 South Orange Avenue, South Orange, NJ 07079

Check appropriate box:

- New Hire/Rehire
- Employment Status Change
- Name Change Only

SHU ID #: _____

Hire/Effective Date: _____

Office Telephone #: _____

PERSONAL DATA

Mr. Mrs. Ms. Miss Dr. Monsignor Reverend Sister Brother

Date of Birth _____ / _____ / _____ Social Security Number _____ - _____ - _____

Last Name First Name M.I

NAME CHANGE: Legal documentation indicating name change is required for a list of acceptable documents see reverse side

New Last Name New First Name/ Middle Initial

Address City State Zip Code

County Home Telephone Number Cell Phone Number

Are you working outside of New Jersey? _____ If yes, what State or Country _____

Sex

- Male
- Female

US. Veteran Status

- Non Veteran
- Vietnam Veteran Only
- Other Protected Veteran Only
- Both Vietnam/Other Eligible Veteran
- Armed Forces Services Medal Indicator
- Special Disabled Veteran

Veteran File Number: _____

Active Duty Separation Date: _____

Military Reserve Status

- Not in Military Reserve
- Active
- Inactive-Subject to call
- Inactive

Ethnicity (See reverse for definition)

- Hispanic or Latino
- Not Hispanic or Latino

Race (Select all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

EMERGENCY CONTACT

_____ Name	_____ Relationship	(_____)_____ Contact Number 1	(_____)_____ Contact Number 2
_____ Name	_____ Relationship	(_____)_____ Contact Number 1	(_____)_____ Contact Number 2

EDUCATION

_____ Degree	_____/_____/_____ Date Conferred	_____ Granting Institution
_____ Degree	_____/_____/_____ Date Conferred	_____ Granting Institution
_____ Degree	_____/_____/_____ Date Conferred	_____ Granting Institution
_____ Certificate/License	_____/_____/_____ Date Conferred	_____ Granting Institution

Signature of Employee

_____/_____/_____
Date

PERSONAL DATA FORM (PDF)

DEFINITIONS

- Name Change** Acceptable Legal Documentation: Divorce Decree, Notice of Judgment of Name Change, Marriage Certificate, Social Security Card, State or Federal Issued Identification (Alien Registration Card, Drivers License, Passport)
- U. S. Veteran Status** Indicates prior or continuing military service. This information is requested for statistical reporting purposes only to government agencies under the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Act of 1974 as amended and other applicable legislation. Enter one:
- Non –Veteran
 - Vietnam Era Veteran Only
 - Other Protected Veteran Only
 - Both Vietnam/Other Eligible Veteran
 - Armed Forces Services Medal Indicator
 - Special Disabled Veteran
- Race/Ethnicity** The Federal Office of management and Budget (OMB) established the following categories:
- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment
 - **Asian:** 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:** A person having origins in any of the black racial groups of Africa.
 - **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
 - **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
 - **White:** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Education** Highest degree earned (associate, undergraduate, graduate or professional degree). Indicate certificates earned, date received and name of granting institution.