# Employee Data Collection Form

## 1. Employee Information

<table>
<thead>
<tr>
<th>Social Security #:</th>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Name:</th>
</tr>
</thead>
</table>

**Suffix Name (circle one):**
- II
- III
- IV
- V
- Jr.
- Sr.
- None

<table>
<thead>
<tr>
<th>Birth Date:</th>
<th>Racial Identity:</th>
</tr>
</thead>
</table>

- Not Reported
- Amer Indian/Alaska Nat
- Black/African American
- Asian/Pacific Islander
- Hispanic
- White

<table>
<thead>
<tr>
<th>Gender:</th>
</tr>
</thead>
</table>
- Female
- Male

<table>
<thead>
<tr>
<th>Citizenship/Visa Status:</th>
<th>Citizenship Country:</th>
<th>Visa or Perm Res #:</th>
<th>Check Distribution:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Military Status (check one):</th>
<th>Highest Education Level (check one):</th>
</tr>
</thead>
</table>
- Non-Veteran
- Veteran
- Vietnam Veteran
- Active Reserve
- Inactive Reserve
- Retired
- Special Disability
- Less Than 7th Grade
- 7th, 8th, 9th Grade Completed
- 10th, 11th Grade Completed
- High School Grad or GED
- Some Bus Coll Trade (HS Grad)
- Associate Degree Earned
- Bachelor’s Degree Earned
- Some Graduate Study
- Advanced Grad Specialist (AGS)
- Master’s Degree Earned
- Doctoral Degree Earned
- First Professional Degree Earned

<table>
<thead>
<tr>
<th>Phone Directory (check one):</th>
<th>Retired from State (check one):</th>
</tr>
</thead>
</table>
- All information
- Blank
- No Permanent Address/Phone
- No Permanent Address
- No Permanent Phone
- Yes
- No

## 2. Employee Address Information

<table>
<thead>
<tr>
<th>Business/Office Address:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Permanent Address:</th>
<th>County:</th>
<th>State:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

## 3. Employee Email Address Information

<table>
<thead>
<tr>
<th>Primary Email Address:</th>
<th></th>
</tr>
</thead>
</table>

## 4. Employee Education Information

<table>
<thead>
<tr>
<th>Institution:</th>
<th>Degree:</th>
<th>Degree Date (yyyy/mm):</th>
</tr>
</thead>
</table>