

PERSONAL DATA UPDATE

(please type or print legibly)

DATE: _____

LAST NAME: _____ FIRST NAME: _____ M.I.: _____ NICKNAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

MAIN PHONE: () (circle: home or mobile) OTHER PHONE: () (home, mobile or other)

BIRTH DATE: ____/____/____

SS#: _____

MARITAL STATUS: _____ (SINGLE, MARRIED, DIVORCED)

U.S. CITIZEN (Y/N): ____ IF NO, VISA STATUS: _____ EXP. DATE: ____/____/____

LIST ANY FOREIGN LANGUAGES WHICH YOU FLUENTLY SPEAK: _____

FLUENTLY READ: _____ FLUENTLY WRITE: _____

EMERGENCY CONTACT

(If more than one contact is required, use reverse side)

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

MAIN PHONE: () (circle: home or mobile) OTHER PHONE: () (business, mobile or other)

AFFIRMATIVE ACTION INFORMATION

FOR THE COMPILATION OF AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY INFORMATION, PLEASE CHECK ALL APPLICABLE ITEMS:

SEX: ☐ MALE
☐ FEMALE

If you want to voluntarily self-identify as a person with a disability and/or a Vietnam Era Veteran, please see the AA Officer (HR Director) to obtain self-identification forms. Information collected will be kept by the AA Officer in a confidential file separate from your personnel file.

- ☐ WHITE
- ☐ BLACK
- ☐ HISPANIC
- ☐ ASIAN/
PACIFIC ISLANDER
- ☐ NATIVE AMERICAN

Persons having origins in Europe, North Africa or the Middle East.

Persons having origins in the black racial groups of Africa as well as Jamaica, Trinidad or the West Indies.

Persons having origins in Mexico, Puerto Rico, Cuba, Central or South America or other Spanish cultures.

Persons having origins in the far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands.

This area includes, for example, China, Japan, Korea, and Samoa.

American Indians; also Eskimos and Aleuts.

FOR HUMAN RESOURCES ONLY

HR/CMS _____