

STATE UNIVERSITY OF NEW YORK – PURCHASE COLLEGE

PERSON DATA SHEET

Check answer(s) where choices are provided.

Employment Status	<ul style="list-style-type: none"> • State Paid Employee Yes or No (Select only one) • If Yes, all Sections must be completed. • If No, complete only Demographic Information & Education Sections & sign at the bottom of page 2.(Contributing Service Instructors must complete all Sections)
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Demographic Information

Legal Name* (required) and Preferred First Name:					
	Salutation	First Name*	Preferred First Name	Middle Name	Last Name*

Address:	Street # or P.O. Box		Street Address			Apartment No.	
	City			State		Zip	County
	Home #:		Cell #:		Email		

Employee Date of Birth		Gender	Female	Male	X	Sex	Female	Male
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Emergency Contact:	Name:	First		Last				
	Address	Street # or P.O. Box		Street Address			Apartment Number	
		City			State		Zip	County
		Home #:		Cell #:		Relationship to Employee:		

Citizenship Status

U.S. Citizen	Yes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>If no, Non-Citizenship Type (select one only – all related data for each field must be completed)</i>		
			Permanent Resident/ or Conditional PR or	Permanent Resident Card Number: A# _____ Country of Citizenship: _____	Permanent Resident Card Expiration Date _____
			Employment Authorization Card	Employment Authorization Card Number: _____ Country of Citizenship: _____	Employment Authorization Card Expiration Date _____

Non- Citizen with USA Visa

F-1 or J-1 Visa (SELECT ONLY ONE)	I-94 Admission Number _____ I-94 Expiration Date _____ Date of entrance to US _____	I-20 or DS-2019 #: _____ I-20 or DS-2019 Exp. Date _____ Country of Citizenship _____
Non-Purchase College students must present	an I-20/DS-2019 form that has been authorized by their	sponsoring institution in order to work at the college
H-1B, O-1 Visa Refugee, Political Asylum Or Other (If other, please describe): _____ (SELECT ONLY ONE)	I-94 Admission Number _____ I-94 Expiration Date _____	Date of entrance to US _____ Country of Citizenship _____

Veteran Status

Protected Veteran Status - If yes, select below all those that apply								
Yes	No	None	Disabled Vet	Special Disabled Vet.	Other Protected Vet.	Armed Forces Service Medal Vet	Vietnam Era Vet	Military Separation Date

Military Service Status (select only one)

None	Active Reserve	Active National Guard	Active Military Duty
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Check answer(s) where choices are provided.

Disability Status (select only one)		
Yes, I have a disability (or previously had a disability)	No, I do not have a disability	I do not wish to answer

Education*					
<i>(Indicate highest grade completed or degree earned. Degrees in progress should be noted with a "P")</i>	Degree**	Specialization	Month/Year	College/ Institution	Is this a Terminal Degree*** Yes or No?

***Degree information is required for all non-state paid individuals identified as Contributing Instructors**

**** Please attach a copy of your degree/diploma when you return the Person Data Sheet.**

***** Doctoral degrees (Ed.D, Ph.D, J.D., etc.), all MFA and MBAs are considered terminal degrees**

Professional Licenses or Certificate Programs: _____

Race/Ethnicity Status			
<i>(Please select <u>all</u> that apply - see below for descriptions)</i>	Hispanic/Latinx – Yes or No		
	Black or African American	Asian	White
	Native Hawaiian or Other Pacific Islander American Indian or Alaska Native		

Race/Ethnicity -

American Indian/Alaskan Native - All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain cultural identification through tribal affiliation or community recognition.

Asian Americans - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black (Not of Hispanic Origin) - All persons having origins in any of the Black racial groups of Africa.

Hispanic or Latinx - All persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Native Hawaiian/Other Pacific Islander - All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White (Not of Hispanic Origin) - All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

NYS EMPLOYMENT & RETIREMENT STATUS	
Are you employed by another NYS Agency? YES OR NO (SELECT ONE ONLY)	Have you retired from NYS Service? YES OR NO (SELECT ONE ONLY)

EMPLOYEE SIGNATURE
REV. 11/07/2022

DATE