

**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"> <li>• State Paid Employee Yes or No (Select only one)</li> <li>• If Yes, all Sections must be completed.</li> <li>• If No, complete only Demographic Information &amp; Education Sections &amp; sign at the bottom of page 2.(Contributing Service Instructors must complete all Sections)</li> </ul>
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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 _____
<b>Non-Purchase College students must present</b>	<b>an I-20/DS-2019 form that has been authorized by their</b>	<b>sponsoring institution in order to work at the college</b>
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**

<b>Protected Veteran Status - If yes, select below all those that apply</b>								
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.

<b>Disability Status* (select only one)</b>		
Yes, I have a disability, or have had one in the past	No, I do not have a disability and have not had one in the past	I do not want to answer

*\*Refer to the Voluntary Self-Identification of Disability Form on the HR Employment Forms website (<https://www.purchase.edu/offices/hr/hr-employment-forms/>)*

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

**\*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:** \_\_\_\_\_

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

*Race subcategories are optional. You may select all that apply.*

<b>Asian*</b>	Asian Indian	Bangladeshi	Burmese	Chinese	Filipino	Japanese	Korean	Pakistani	Thai	Vietnamese	Other Asian Group
<b>Native Hawaiian or Other Pacific Islander**</b>	Guamanian and Chamorro		Native Hawaiian		Samoan		Other Pacific Islander Group				

**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** - 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.

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

EMPLOYEE SIGNATURE  
REV. 12/08/2023

DATE