

STATE UNIVERSITY OF NEW YORK – PURCHASE COLLEGE

EMPLOYEE DATA SHEET

Answer all questions. Circle answer(s) where choices are provided.

<u>Legal Name:</u>		Salutation		First		Middle			Last			
Address:												
		Street # or P.O. Box			Street Address					Apartment Number		
		City					State			Zip	County	
		Home #:	() -		Cell #:	() -		Email				
Emergency Contact:		Name:		First Last								
		Address										
				Street # or P.O. Box			Street Address			Apartment Number		
		City					State			Zip	County	
Home #:				Cell #:				Relationship:				
Employee Birth Date:		/ /			Sex:		Female		Male			
U.S. Citizen		Yes No	<i>If no, Non-Citizenship Type (circle one – all related data for each field must be completed)</i>									
			Permanent Resident (PR) OR Conditional PR (CR) (CIRCLE ONLY ONE) OR		Permanent Resident Card Number: A# _____				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 (CIRCLE ONLY ONE)			I-94 Admission Number _____				I-20 or DS-2019 #: _____					
			I-94 Expiration Date ____/____/____				I-20 or DS-2019 Exp. Date ____/____/____					
			Date of entrance to US ____/____/____				Country of Citizenship _____					
H-1B, O-1 Visa Refugee, Political Asylum Or Other (If other, please describe): _____ (CIRCLE ONLY ONE)			I-94 Admission Number _____				Date of entrance to US ____/____/____					
			I-94 Expiration Date ____/____/____				Country of Citizenship _____					
Veteran		Yes	No	Protected Veteran Status - If yes, circle below all those that apply								
				None	Disabled Veteran	Special Disabled Veteran	Other Protected Veteran	Armed Forces Service Medal Vet	Vietnam Era Vet	Military Separation Date ____/____/____		
Military Service Status (CIRCLE ONLY ONE)		None		ACTIVE RESERVE			Active National Guard			Active Military Duty		

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Answer all questions. Circle answer(s) where choices are provided.

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

** Please provide your department or Human Resources with a copy of your degree/diploma when you return the Employee Data Sheet so that it can be placed in your HR file*

Professional Licenses or Certificate Programs: _____

Race/Ethnicity: <i>(Please circle <u>all</u> that apply - see below for descriptions)</i>		
Hispanic/Latino – Yes or No?		
Black or African American	Asian	White
Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or more races

Employee Signature

Date

New York State Employment and Retirement Status	Are you employed by another NYS Agency? YES OR NO (CIRCLE ONLY ONE)	Have you retired from NYS Service? YES OR NO (CIRCLE ONLY ONE)
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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 Latino - 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.

Persons of Two or More Races - All persons who identify with two or more of the above race categories.