

PERSONNEL RECORD SURVEY FORM

PERSONAL INFORMATION					
Prefix <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Dr	Legal First Name	M.I.	Legal Last Name		
Date of Birth	Preferred First Name (if other than above)		Maiden Name (if applicable)		
Social Security Number	Marital Status		Religious Affiliation (Optional)		
Street Address	Apt.	City	State	Zip	
Current E-mail Address					
Primary Phone <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	Secondary Phone <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	Legal Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Gender Identity		
Earned Degrees (if applicable)	Institutions Where Degree Was Earned (if applicable)				
For reporting purposes only, please answer both questions listed below: Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No Which of these best describes your background? (Choose one or more) <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White					
Current Military Service	Veterans Status (Please reference list on back of form)				

EMERGENCY CONTACT INFORMATION		
Name	Relationship	Phone
Name	Relationship	Phone

POSITION INFORMATION/ ASSOCIATION TO THE UNIVERSITY		
Title or Position	Department/ Company if other than Capital University	Start Date
Relationship to the University	Building	CU Supervisor/ Point of Contact

Datatel ID # _____
(For HR Office Use)

Veteran Status List:

- Not a veteran
- Disabled Veteran
- Disabled Vietnam and other Protected Veterans
- Newly Separated Veteran
- Newly Separated and Disabled
- Newly Separated and Other Protected
- Newly Separated, Disabled and Other Protected
- Other Protected Veteran
- Veteran (not used for legislative reporting)
- Vietnam Veteran
- Vietnam Veteran, Newly Separated
- Vietnam Veteran, Newly Separated and Disabled
- Vietnam Veteran, Newly Separated and Other Protected
- Vietnam Veteran, Newly Separated, Disabled and Other Protected
- Vietnam and Other Protected Veteran