

NEW EMPLOYEE DATA SHEET



EMPLOYEE:

The information below is required to set up your employee record with NSU. Items with an asterisk(*) will be published in the Campus Directory. Other information provided will be treated as confidential.

* Mr. Ms. Dr. * First Name: _____ * Last Name: _____

Gender: Male Female Are you a Veteran? Yes No Disabled

Branch of Service: _____

Ethnic Data (select one or more of the following):

Are you Hispanic/Latino? Yes No

American Indian or Alaskan Native – Tribal Membership (CDIB) _____

Asian Black or African American White

Native Hawaiian or Other Pacific Islander Declined to Disclose

Street Address: _____

City _____ State _____ County _____ Zip _____

Phones: Home _____ Cell _____ Other _____

Spouse's Name _____ Spouse's Birth date _____

Children's Name(s) and Birthdates: _____

EMERGENCY Contact: _____

Name				Relationship
Mailing Address	City	State	Zip	Phone <input type="checkbox"/> Cell <input type="checkbox"/>
Home				

* Degree Information (Copies of transcripts required in order to be included in your personnel file.)

Degree: _____ Year: _____ Institution: _____

Degree: _____ Year: _____ Institution: _____

Degree: _____ Year: _____ Institution: _____

Employee Signature _____ Date _____

HUMAN RESOURCES:

* Campus: Tahlequah BA Muskogee Staff Faculty

* Job Title: _____ Immediate Supervisor _____

* Department: _____ Sub-Department: _____

OTRS Member: Yes No

Processed (date) _____ Initials _____

COMPUTING & TELECOMMUNICATIONS:

User ID: _____ * Office Location _____ * Extension _____

Processed (date) _____ Initials _____