

# NORTHWEST FLORIDA STATE COLLEGE PERSONNEL DATA SHEET

HOME PHONE \_\_\_\_\_ DATE OF EMPLOYMENT \_\_\_\_\_

WORK PHONE \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

NAME

\_\_\_\_\_  
 (Last) (First) (Middle) (Maiden)

STREET \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ GENDER \_\_\_\_\_

ARE YOU HISPANIC OR LATINO?  YES  NO

Please select the racial category or categories with which you most closely identify by checking the box:

- |   |  |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Asian                                     |
| <input type="checkbox"/> Black or African American        | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> White                            | <input type="checkbox"/> Not Disclosed                             |

**1. EMERGENCY CONTACT:**

\_\_\_\_\_  
 (Name) (Relationship)

\_\_\_\_\_  
 (Address) (Telephone)

**2. ADDITIONAL EMERGENCY CONTACT:**

\_\_\_\_\_  
 (Name) (Relationship)

\_\_\_\_\_  
 (Address) (Telephone)

**EDUCATION**

<u>Doctorate</u>	<u>Masters Plus</u>	<u>Masters</u>
Major _____	Major _____	Major _____
Year Graduated _____	Year Graduated _____	Year Graduated _____
School _____	School _____	School _____

<u>Bachelors</u>	<u>Associates</u>	
Major _____	Major _____	
Year Graduated _____	Year Graduated _____	
School _____	School _____	

**PLEASE NOTIFY HUMAN RESOURCES IMMEDIATELY OF ANY CHANGES IN THE ABOVE DATA**

*This notice is intended for students, employees, and applicants. NWF State College collects your social security number for use in performance of the College's duties and responsibilities for the following possible purposes: classification of accounts; identification and verification; credit worthiness; billing and payments; data collection; reconciliation; tracking; benefit processing; tax and scholarship reporting; financial aid processing; athletics recruiting; accreditation of programs; and reporting to authorized agencies of the state and federal government. Social security numbers are also used as a unique numeric identifier in certain cases and may be used for search purposes. Federal Law requires that we protect social security numbers from disclosure to unauthorized parties. Students and employees are assigned NWF State College identification numbers to assist in protecting their identities.*

*Northwest Florida State College is required by the U.S. Department of Labor to collect and maintain data on gender, race, and ethnic categories for all positions.*