

# PERSONAL INFORMATION SHEET

Please complete the following information to be put in your personnel file in the Mathematics Department. Information will only be used in an emergency situation.

Date \_\_\_\_\_ Verified \_\_\_\_\_ Verified \_\_\_\_\_ Verified \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_

Position:  Faculty  Staff  Grad/Undergrad  Lecturer  Postdoc  Visitor

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Primary Email \_\_\_\_\_

Primary Office Location \_\_\_\_\_ Phone \_\_\_\_\_

Secondary Office Location \_\_\_\_\_ Phone \_\_\_\_\_

## Emergency Contact in U.S.:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Email \_\_\_\_\_

## Emergency Contact Outside U.S. or Second Contact in U.S.:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone (include country/city code) \_\_\_\_\_

Work Phone (include country/city code) \_\_\_\_\_

If not English speaker, indicate native language \_\_\_\_\_

Home Address \_\_\_\_\_

Email \_\_\_\_\_

Office Use Only:

File Copy \_\_\_\_\_ Database \_\_\_\_\_ Entered in DB \_\_\_\_\_ O:Forms:Personnel:PerInfoSht.doc