

EMPLOYEE INFORMATION SHEET

Please complete this form and submit to the Office of Human Resources upon acceptance of your hire. This information will be used to create your employee profile in the payroll system and facilitate issue of a College ID and email.

Please print clearly. **All fields are required unless indicated as optional.**

A. PERSONAL INFORMATION

Prefix: Mr. Mrs. Miss Ms. Dr. Honorable

First Name: _____ **Middle Name:** _____

Last Name: _____ **Suffix:** _____ **Preferred Name:** _____

SSN#: _____ - _____ - _____ **DOB:** ____/____/____ **Marital Status:** Single Married

Demographic Information: Hispanic Origin (circle one): Y N Race*: _____ Sex: M F
 *A=Asian/Pacific Islander; B=Black/African American; AI=American Indian/Alaskan Native; W=White/Caucasian; X=Two or more races.

B. CONTACT INFORMATION

If address or contact information changes after hire, please complete a Change of Personal Information form and submit to the Office of Human Resources.

Address _____
 Street Name and Number or P.O. Box Number

City _____ State _____ Zip _____

Primary Phone (____) _____ - _____ Phone Type: Home Mobile

Secondary Phone (____) _____ - _____ Phone Type: Home Mobile

Directory Print Authorization Yes, I give permission No, I do not give permission
 * Directory Print Authorization permits the College to publish home contact information in a password-protected directory for employees.

Emergency Contact Information

Name _____ **Phone** (____) _____ - _____ **Relationship** _____

C. SPOUSE AND DEPENDENT INFORMATION (Optional)

Dependents between the ages of 12-18 are eligible to be issued a WC ID card to permit access to campus facilities.

Name	SSN#	DOB
Spouse/Partner _____	_____ - _____ - _____	____/____/____
Dependent _____	_____ - _____ - _____	____/____/____
Dependent _____	_____ - _____ - _____	____/____/____
Dependent _____	_____ - _____ - _____	____/____/____

D. PRIOR AFFILIATION

If you have had a prior affiliation with Washington College, please indicate below. Check all that apply.

I am affiliated with the college as an: Alum Former Employee Volunteer Vendor (present or previous) Donor

My parent/spouse/child is a: Student Alum Current/Former Employee Vendor (present or previous) Donor

Other (please explain): _____