

## NEW EMPLOYEE INFORMATION

### Personal Information

Employee Name \_\_\_\_\_ Spouse's Name \_\_\_\_\_  
Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_  
Local Address \_\_\_\_\_ Phone \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Birthdate \_\_\_\_\_  
Sex: Male \_\_\_\_\_ Female \_\_\_\_\_  
US Citizen? Yes \_\_\_ No \_\_\_  
If not Visa Status \_\_\_\_\_ Expiration Date \_\_\_\_\_ Date Entered US \_\_\_\_\_  
Intended length of stay \_\_\_\_\_ Country of Residency \_\_\_\_\_

### Information Disclosure

 Indicate the information you DO NOT want listed in the UC Directory:

Permanent Address \_\_\_ Home Phone Number \_\_\_ Spouse's Name \_\_\_

### Emergency Contact

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

### UC Student Status

Not Registered \_\_\_ Undergrad \_\_\_ Graduate \_\_\_\_\_ Registered Units \_\_\_\_\_ Other \_\_\_

### Education

 Please indicate highest degree achieved

No Acad Certificate \_\_\_ HS Equiv \_\_\_ Trade Cert \_\_\_ Assoc \_\_\_ Bach \_\_\_ MS \_\_\_ Prof \_\_\_ Doct \_\_\_  
Year Awarded \_\_\_\_\_ Area of Study University & Location \_\_\_\_\_

### Prior Employment

Have you been employed by UC/State before? Yes \_\_\_ No \_\_\_  
If yes, Campus/Department \_\_\_\_\_ from \_\_\_\_\_ (mo/yr) to \_\_\_\_\_  
Do you have any relatives who are employed by UC? Yes \_\_\_ No \_\_\_  
If yes, name, relationship, campus, department \_\_\_\_\_  
Prior Employment (other than UC or State)? \_\_\_\_\_ from (mo/yr) \_\_\_\_\_ to \_\_\_\_\_  
Please indicate any foreign languages you read, write, and/or speak (optional) \_\_\_\_\_  
Driver's License Number (if required by job) \_\_\_\_\_ Expiration Date \_\_\_\_\_

### Payroll Information

 To be completed by office manager/assistant

Title Code \_\_\_\_\_ Title \_\_\_\_\_ Salary \_\_\_\_\_ H/A \_\_\_\_\_ Fixed \_\_\_\_\_ Variable \_\_\_\_\_  
Account \_\_\_\_\_ End Date \_\_\_\_\_ Percent Time \_\_\_\_\_  
Account \_\_\_\_\_ End Date \_\_\_\_\_ Percent Time \_\_\_\_\_