

HR Use Only ID # _____ Status: FT PT Call-in Temp
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## EMPLOYEE GENERAL INFORMATION SHEET

Prefix \_\_\_\_\_ Suffix \_\_\_\_\_

Legal Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Chosen Name \_\_\_\_\_  
 & KR VH Q QDP H LV EH KR Z \RX ZLOO EH OLV WHG LQ WKH XQLYHU VLV W \ V 2XW OR R  
 indicate a chosen name, your legal first, middle initial, and last name will be the default listing.

Sex/Gender\*: \_\_\_\_\_ Pronouns \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address (not a PO Box) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School District of Residence (leave blank if outside of Ohio): \_\_\_\_\_

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

Widow/Widower \_\_\_\_\_

Name of Spouse: \_\_\_\_\_

Spouse Social Security #: \_\_\_\_\_ Spouse Date of Birth: \_\_\_\_\_

Dependent Children Names	Sex/Gender*	Date of Birth	Social Security #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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: L W W H Q E H U J \ V + 5 , C u r r e n t l y a l l o w s f o r O r M D W H P S H U V R e g i o n a l g r a p h i c I n f o r m a t i o n  
 screen X will be an option in the coming month. Gender identity can be noted on a separate biographic information  
 screen.

Degrees ~~enter~~ enter all degrees earned starting with most advanced:

Year Conferred	Degree(i.e. BAVMS/PhD) & Major	Institution	City, State

### EMERGENCY CONTACT INFORMATION

This information is collected and maintained in the HR Information System for emergency use only. You may review and/or revise your Emergency Contacts any time by logging in ~~to Self~~ ~~to Self~~.

Please list below, the person(s) that you wish to have contacted in an emergency:

1. \_\_\_\_\_  
 FIRST & LAST NAME RELATION \_\_\_\_\_

PHONE: Cell: \_\_\_\_\_ Home/Other: \_\_\_\_\_

2. \_\_\_\_\_  
 FIRST & LAST NAME RELATION \_\_\_\_\_

PHONE: Cell: \_\_\_\_\_ Home/Other: \_\_\_\_\_