



## Employee Information Form

Personal Information			
Last Name		First Name	Middle Name/Initial
Gender (requested for federal reporting)	Social Security Number	Date of Birth (mm/dd/yyyy)	Country of Citizenship *If other than U.S. please complete section on page 2
<input type="checkbox"/> Female <input type="checkbox"/> Male Other			
Highest Degree Received	<input type="checkbox"/> Less than high school <input type="checkbox"/> High School Diploma or GED <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Non-Terminal Master's Degree (e.g., MS, MA, MBA) <input type="checkbox"/> Terminal Master's Degree (e.g., MFA, MLArc) <input type="checkbox"/> Doctorate (Academic e.g., PHD) <input type="checkbox"/> Doctorate (Professional e.g., JD, EdD, MD)		

**Faculty** MUST enter their degree information online in PeopleSoft.

**Staff** are encouraged to enter their degree information.

**Navigate to:** PeopleSoft HR - Self Service - Learning and Development - My Current Profile. Degree Information in the University Catalogue is drawn from your profile in PeopleSoft.

Permanent Physical Address				
Street	City	State	Zip	Country
Local Mailing Address (Complete only if an alternate to your permanent address – for example, a Post Office Box)				
Street	City	State	Zip	County
Home Phone		Mobile Phone		

**University of Vermont:** On-Campus Address (Note: your name, work address and number will appear in the UVM directory)

Building	Room	Phone		
University of Vermont: Off-Campus Address				
Street	City	State	Zip	Phone



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Please complete if your Country of Citizenship is anything other than the U.S.			
Lawful Permanent Resident	Visa or Employment Authorization Type	Issue Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Email address: _____			

**Race & Ethnicity:** The University of Vermont is an Equal Opportunity/Affirmative Action Employer with a strong commitment to diversity in the student body, the faculty and staff, and the curriculum. The information requested below is used to assist us in our compliance with Federal and State equal opportunity record keeping and reporting. These questions are voluntary and will not affect your employment with the University. However, if you choose not to provide this information, please be aware that the University may instead use visual identification to comply with its Federal and State record keeping and reporting obligations.

**Ethnicity:** Are you Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I choose not to identify: By choosing this I am aware that the University may instead use visual identification
<b>Race: Select one or more</b>		<input type="checkbox"/> <b>American Indian or Alaska Native:</b> A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. <input type="checkbox"/> <b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. <input type="checkbox"/> <b>Native Hawaiian or Pacific Islander:</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands. <input type="checkbox"/> <b>Black or African American:</b> A person having origins in any of the black racial groups of Africa. <input type="checkbox"/> <b>White:</b> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. <input type="checkbox"/> <b>I choose not to identify:</b> By choosing this I am aware that the University may instead use visual identification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_