

Employee Information Form

For boxes enter an X where applicable

When complete, print the form, sign and date it at the bottom.

The University of Vermont

An Equal Opportunity Employer

Social Security Number	Last Name:	First Name:	Middle Name/Initial
Preferred Salutation: <input type="checkbox"/> 1-Mr. <input type="checkbox"/> 3-Professor <input type="checkbox"/> 2-Ms. <input type="checkbox"/> 4- Dr.	Date of Birth (mm/dd/yyyy):	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Country of Citizenship:

Race and Ethnic Origin: Are you Hispanic or Latino? <input type="checkbox"/> No <input type="checkbox"/> Yes	What is your race? Select one or more: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American	<input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> White
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Earned Academic Degrees

Faculty MUST enter their degree information online in PeopleSoft, after setting up their UVM netID.

(Staff may enter their degree information, if they so desire.)

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.

If you do not enter degree information in PeopleSoft, it will not be reflected in the Catalogue.

Directory Release: Name, Work Address & Phone, Home Address & Phone Name, Work Address & Phone Only

Permanent Physical Address

Street	City	State	Zip	Phone	Country
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Local Mailing Address (Complete only if an alternate to your permanent address—for example, a Post Office Box.)

Street	City	State	Zip	Phone
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University Work Address (Complete either on-campus OR off-campus work address as applicable; your department can assist.)

On-Campus Address: Building Room Phone

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Off-Campus Address: Street City State Zip Phone

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Signature: _____ **Date:** _____