**New Employee Information**   **Change Current Employee Information**

# EMPLOYEE INFORMATION:

**Employee Name** (as it appears on Social Security Card)**:** Type here

**Employee Banner ID / User Name (if applicable):** Type here

**Chosen First Name:** Type here **Chosen Last Name:** Type here **Chosen Middle Name:** Type here

**Home Address:** Type here

**Phone Number:** Type here

**E-mail:** Type here **Date of Birth:** Type here

**Gender:**  Female  Male **Marital Status:**  Single  Married  Separated  Widowed

# HIGHEST EDUCATION LEVEL:

Less than HS Grad  High School or Equivalent  Some College  Certification

Associates Degree\*  Bachelor’s Degree\*  Master’s Degree\*  Doctorate\*

**\* Please note that documented educational degrees must be from a regionally accredited institution of higher education.**

# ETHNICITY: (See definitions on reverse)

Hispanic or Latino  Not Hispanic or Latino

# RACES TO WHICH YOU IDENTIFY: (See definitions on reverse)

American Indian  Alaska Native  Hispanic or/ Latino  Asian

Black or African American  Native Hawaiian  Other Pacific Islander  White

Two or More Races  Not Disclosed  Other

# MILITARY STATUS: (See definitions on reverse)

Not a Veteran  Active Reserve  Other Protected Veteran

Recently Separated Veteran  Vietnam Era Veteran  Special Disabled Veteran

# EMERGENCY CONTACT:

**Name:** Type here **Relationship:** Type here

**Address:** Type here **Phone:** Type here

**Employee Signature:** Type here **Date:** Click or tap to enter a date.

**Purpose:**

The Personal Data Form is designed to allow Human Resources to collect accurate data directly from employees. Information collected on this form is confidential and is used only for employment and payroll purposes or to meet College, Board, State or Federal reporting requirements.

**Your Name:**

In order to fulfill Federal tax reporting requirements, we enter your name in the HR database exactly as it is shown on your Social Security card. Upon hire, you will be required to present your Social Security card to verify this information. Please note that your paycheck will be issued in the name that appears on your Social Security Card. If the name that appears on your Social Security Card is not the name that you currently use (i.e., you have had a name change), you must visit the Social Security Administration office and request a new card with the correct name. Once you provide your new Social Security card to HR, our records will be changed accordingly.

**Equal Employment Compliance and Requested Employee Information:**

It is the policy of Lansing Community College to provide equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, sex, sexual orientation, age, religion, national origin or disability. Lansing Community College does not discriminate against any employee or applicant for employment with regard to any opportunity for which the employee is qualified. Information gathered on this form relating to age, gender, ethnicity, military status and disability status are used for state and federal reporting requirements.

**Ethnicity:**

**Hispanic or Latino:** Mexican/Mexican American/Chicano- A person of Mexican culture or origin regardless of race; Latin American/Latino- A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race; Other Spanish/Spanish American- A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.

**Race:**

**American Indian or Alaskan Native (not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America), and who maintain cultural identification through tribal affiliation or community attachment.

**Asian (not Hispanic or Latino):** A person having origins in any of the original peoples of China, the Philippine Islands, Japan, Korea, the Indian Subcontinent, including, for example, Cambodia, Malaysia, Pakistan, Vietnam.

**Native Hawaiian or Other Pacific Islander (not Hispanic or Latino):** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Black or African American (not Hispanic or Latino):** A person having origins in any of the black racial groups of Africa.

**White (not Hispanic or Latino):** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

**Two or More Races (not Hispanic or Latino):** All persons who identify with more than one of the above five races

**Disabled and Veteran Status:**

Lansing Community College complies with the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Assistance Act of 1974, and as such takes affirmative action to employ and advance qualified persons who are members of the above named groups. Disclosure of this information is strictly voluntary and no adverse action will result from the disclosure or non-disclosure of this information. Please see below for brief descriptions of military status considered protected veterans.

**Special Disabled Veteran** means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap or (ii) a person who was discharged or released from active duty because of a service connected disability.

**Veteran of the Vietnam era’** means a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

**Recently Separated Veterans’** means any veteran who served on active duty in the U.S. military, ground, naval or air service during the one year period beginning on the date of such veteran’s discharge or release from active duty. **Other Protected Veterans’** means veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized. .