NEW EMPLOYEE INFORMATION

Personal Information

Employee Name_____Spouse's Name _____
Permanent Address_____Phone _____
Local Address_____Phone _____
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 _____