

## Employee Information Sheet

### Personal Information

**Full Name:** \_\_\_\_\_  
Prefix First M.I. Last

**Address:** \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_  
City State ZIP Code

**Home Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**SSN:** \_\_\_\_\_ **Birthdate (MM/DD/YYYY):** \_\_\_\_\_ **Marital Status:** \_\_\_\_\_

- Race/Ethnicity:**
- |   |  |
|---|--|
| <input type="checkbox"/> Caucasian<br><input type="checkbox"/> Latina/o<br><input type="checkbox"/> African-American/Black<br><input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> Native American/ Inuit<br><input type="checkbox"/> Other<br><input type="checkbox"/> Prefer Not to Disclose |
|---|--|

**Gender:**     Male         Female

### Education

Diploma/Degree	Institution	State	Major/Area of Study	Year Graduated
High School				
Associate's Degree				
Bachelor's Degree				
Master's Degree				
Doctorate				

### Certification Information

Type	Certification Area(s)	State	Issue Date	Expiration Date
Instructional I				
Instructional II				
Administrative				
Education Specialist				
Master's Equivalency				
Intern				
Vocational				

**(For Office Use Only) Step:** \_\_\_\_\_ **Pay Progression:** \_\_\_\_\_ **List Date:** \_\_\_\_\_ **Rank:** \_\_\_\_\_ **Score:** \_\_\_\_\_