

Office of Human Resources

EMPLOYEE INFORMATION

SOCIAL SECURITY # : _____ / _____ / _____

EMPLOYEE NAME: _____
First Name Middle Initial Last Name

MARITAL STATUS: Single Married SEX: Male Female BIRTHDATE: _____ / _____ / _____

By what first name do you prefer to be called (i.e. Peggy for Margaret, Jack for John)?: _____

MAILING ADDRESS: _____
Please Indicate P.O. Box or Full Street Address

PERMANENT ADDRESS: _____
(If different than Mailing Address or if you are using a P.O. Box)

CITY/STATE: _____ ZIP CODE: _____

HOME TELEPHONE: (_____) _____ CELL PHONE: (_____) _____

CAMPUS LOCATORS

SWITCHBOARD: (845) 575-3000

PUBLIC EXTENSION: _____ PRIVATE EXTENSION: _____

BUILDING: _____ ROOM: _____

DEPARTMENT NAME: _____ SUPERVISOR: _____

FAMILY INFORMATION

EMERGENCY CONTACTS

HOUSEHOLD INFORMATION

NAME: _____ SPOUSE: _____ DOB: _____ / _____ / _____

PHONE NUMBER: (_____) _____ CHILD: _____ DOB: _____ / _____ / _____

NAME: _____ CHILD: _____ DOB: _____ / _____ / _____

PHONE NUMBER: (_____) _____ CHILD: _____ DOB: _____ / _____ / _____

EDUCATION INFORMATION

EDUCATION HISTORY

HIGHEST COMPLETED EDUCATION SUMMARY

(Please Indicate all degrees completed)

- | | |
|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> High School | <input type="checkbox"/> Master's |
| <input type="checkbox"/> Associate's | <input type="checkbox"/> Ph.D. |
| <input type="checkbox"/> Bachelor's | <input type="checkbox"/> Other |

INSTITUTION: _____

DATE OF COMPLETION: _____

DISCIPLINE: _____

DEGREE COUNTRY: _____

The facts I have supplied on this form, as well as the information provided on my resume or application, are complete and accurate. I understand that if I have inaccurately represented my academic degrees, work experience or family/marital information, Marist College may terminate my employment and I will have no rights under any handbook or collective bargaining agreement. I also certify that I have never been convicted of a crime.

EMPLOYEE SIGNATURE _____

DATE _____