

EMPLOYEE INFORMATION FORM

- New Hire Re-Hire New FT Student
 Address Change Name Change Other Change

Section 1: Personal Information (The following information is for Human Resources Use Only)

Last Name: _____ **First Name:** _____ **Middle Initial** _____
Preferred Name: _____ **Former Last Name** (if changed): _____ **PRN:** _____
Highest Degree Earned _____ **Date of Birth** (mm/dd/yyyy): _____ **Date of Hire:** _____
Address: **Street** _____ **Effective Date** _____
City, State, Zip _____ **of Change:** _____
Phone #: _____ **Gender:** _____
 Single Married Divorced
Marital Status: Separated Widowed **Spouse/Partner:** _____
Emergency Information:
Contact Name: _____ **Relationship :** _____
Contact Address : _____
Phone # Home/Cell: _____ **Phone # Office:** _____

Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers and our own college/university communities, to describe the ethnic/racial backgrounds of our students and employees. In order to respond to these requests, we ask you to answer the following questions:

Race/Ethnicity: *In addition, select one or more of the following racial categories to describe yourself:*
 American Indian or Alaska Native United States Citizen
 Asian Non-Citizen
 Black or African American Student Visa
 Native Hawaiian or other Pacific Islander Non-Resident Alien
 White Permanent Resident Alien Alien #: _____
Citizenship: please check one
Do you consider yourself to be Hispanic/Latino/Spanish Origin? Yes No

Section 2: General UNE Information

Position Title: _____ **College of:** Dental Medicine
Department: _____ Health Professions Arts & Sciences
Supervisor: _____ Osteopathic Medicine Pharmacy
 Professional Studies Business
Primary Campus: Biddeford Portland **Administrative Unit:** _____
 Morocco Fully Remote
Primary Office Address: _____ **Primary Phone:** _____
(Building/ Room #) _____
Secondary Office Address: _____ **Secondary Phone:** _____
(Building/ Room #) _____

Cc: Payroll

Race/Ethnicity Definitions:

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Non Resident Alien Definition:

Nonresident alien is a legal status that requires specific types of visas. "Non-resident Alien" status should be determined through the individual's Visa type. Nonresident alien is defined as a person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.