

# Employee Data Sheet

Office of Human Resources

<b>Name:</b> _____	<b>Maiden Name (if applicable):</b> _____
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<b>Preferred First Name:</b> _____	<i>Rider University recognizes that members of the university community may not use the name that they were assigned at birth, as it does not reflect their identity. The university seeks to promote the comfort and safety of students, staff, and faculty who wish to be identified by a name other than their legal name by displaying a preferred first name in documents and in university systems where the legal name is not required by law.</i>
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<b>Social Security #:</b> _____	<b>Current Date:</b> _____	<b>Signature:</b> _____
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<b>Status:</b> <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary	<b>Campus:</b> <input type="checkbox"/> Lawrenceville <input type="checkbox"/> Princeton
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<b>Salutation:</b> <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.	<b>Marital Status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Domestic Partnership	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Birth Date:</b> _____ <small>month/day/year</small>
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**Ethnicity/Race Information**  
 Are you Hispanic/Latino? (A person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)  
 No, not Hispanic/Latino     Yes, Hispanic/Latino

Race (please select all that apply)

American Indian/Alaska Native: a person having origins in any of the original peoples of North and South America (including Central America), and who maintains 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/Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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

Two or more races: a person who primarily identifies with two or more of the above race/ethnicity categories.

Decline to disclose

**Contact Information:**

Street Address _____	Home Phone _____ <small>area code/number</small>
City, State, Zip _____	Cell Phone _____ <small>area code/number</small>
County _____	Personal Email _____

**Emergency Contact:**  
*(Primary) (in case of illness or emergency)*

Name _____	Relationship _____
Street _____	Phone _____ <small>area code/number</small>
City, State, Zip _____	Email _____