



HUMAN RESOURCES

Illinois State University

Pre-Hire

New Hire

PERSONAL DATA SHEET

Name¹

First _____

Middle _____

Last _____

Preferred First/Nickname² _____

Suffix _____

¹ Your name on our records must match the name on file with the Social Security Administration. If your name does not match the name on file with the Social Security Administration then the Social Security Administration may not credit your earnings to you and you may receive a reduced benefit. ² You may prefer to be addressed by your nickname. Your preferred name will not be reflected on official University documents.

Date of Birth ___/___/_____
Gender Female Male
SSN ³ _____

³The Social Security Number is requested as it is the most effective way to uniquely identify you for the purpose of accurately processing and maintaining your employment records. This number will be translated into a university identification number (UID). Unless required by law (e.g., IRS) or by the State and local agencies (e.g., State University Retirement System) use of the SSN is restricted to internal University maintenance of your employment records.

Home Address (address used for the campus phone book, ISU mailings, CMS Insurance mailings, and the State Universities Retirement System)

U.S. International

Street/P.O. _____

Apt _____ City _____

State _____ Zip _____

Country (if other than US) _____

Home Phone (_____) _____ Preferred

Other Phone (_____) _____ Preferred

Emergency Contact Information

Name _____

Home Phone(_____) _____

Address Restrictions

Indicate the level of restriction you desire. Unless restricted, home phone number and address will be in the ISU telephone directory, available to the ISU operator, and visible on the database. If a restriction is elected, your department and supervisor will retain access to this information for emergency purposes (check one).

No Restriction

Restrict Home Phone Number only

Restrict Home Address only

Restrict Home Phone Number & Address

Citizenship: US Permanent Resident Non-Immigrant

Country (for Permanent Resident or Non-Immigrant only) _____

VISA Type: H1 H2 F1 J1 TC

Department Use Only

Start Date: ___/___/_____

Appointment Type: _____

Employing Dept: _____

Phone: (_____) _____

Department Use Only

Business Address

Campus Box: _____

Dept. Name: _____

Building Code: _____

Office Number: _____

Education History

List in chronological order, the most recent first, including degrees expected and dates. Please use additional sheet if necessary.

Degree Type (i.e. BA, MS) _____ Institution _____

City _____ State _____ Month/Year Conferred _____/_____/_____

Degree _____ Institution _____

City _____ State _____ Month/Year Conferred _____/_____/_____

Degree _____ Institution _____

City _____ State _____ Month/Year Conferred _____/_____/_____

High School Diploma/GED year _____ -OR- Grade School Certificate year _____

Illinois State University Graduates Only

If required for the position, I authorize Human Resources to obtain a copy of my transcript from the Office of the University Registrar to complete my personnel file. (This will serve as an official transcript.) Yes No

Retirement and Benefits Information

1. Have you previously contributed to the State Universities Retirement System (SURS)? Yes No
If yes, please check which plan you were enrolled in:
____ Traditional ____ Self-Managed ____ Portable
2. Are you an annuitant (retired and receiving benefits) of the State Universities Retirement System (SURS)? Yes No
3. Are you retired from another retirement system with the State of Illinois (e.g., TRS)? Yes No
4. Will you be transferring unpaid sick leave, from another State Agency? Yes No
5. Will you be requesting Illinois State University service time or any other State of Illinois service time in calculating your current rate of vacation? Yes No
6. Are you currently enrolled as a dependent on a State of Illinois employee's health plan through Central Management Services (CMS)? Yes No

Illinois Educational Loan Default Act 5 ILCS 385

The Illinois Educational Loan Default Act 5 ILCS 385 requires that applicants for employment certify whether or not they are in default of an educational loan. An employee who is in default on the repayment of an educational loan for a period of six months or more and in an amount of \$600 or more shall make a satisfactory loan repayment arrangement with the maker or guarantor of the loan within six months. The employee has the opportunity to establish a repayment plan through payroll deduction. The University must receive a written certification from the maker or guarantor to confirm the establishment of a satisfactory repayment arrangement prior to the completion of the sixth month of employment, the University must terminate the individual's employment.

Please check one of the following:

I (____ am) (____ am not) in default of any such loan.

Signature _____ Date _____

***Faculty: Please complete and attach your resume/CV