

INFORMATION FORM

Employee Legal Name	(as shown on Social Security Card)
Last: First:	Middle:
Are you a U.S. Citizen? ☐ YES (complete this ☐ column)	☐ No (complete this ♣ column)
Oath of Allegiance If you are a U.S. Citizen, complete below:	Declaration of Permission to Work If you are NOT a U.S. Citizen, complete below:
(to be completed by United States citizens only)	(to be completed by legally employed non-citizens only)
I	I am a lawful permanent resident alien of the United States: Yes No If NO, I hereby certify that I have permission to work in this country and have declared any restrictions placed upon me in this regard by the United States government to the appointing power. Country of Citizenship: Document Type: Immigrant/Alien Registration Card F-1 Visa J-1 Visa J-1 Visa Other Visa/Permit (Specify): Document Number: Expiration Date: Email Address:
Designation of Person Authorized to Rec	
Pursuant to Section 12479 of the Government Code, I hereby designate the following person who, notwithstanding any other provisions of the law, shall be entitled upon my death to receive all warrants that would have been payable to me had I survived. NOTE: Direct deposit payments are not subject to the provisions of this designation. You may change your designation at any time by completing a new form. Name: Relationship:	
A	City, Ctata 9 7in.
	City, State & Zip:
Address: Emergency Contact	City, State & Zip:
Emergency Contact Name:	Relationship:
Name:Address:	Relationship: City, State & Zip:
Emergency Contact Name: Address: Home Phone: Wo	Relationship: City, State & Zip: Cell Phone:
Emergency Contact Name: Address: Home Phone: Wo Employee Signature	Relationship: City, State & Zip: Ck Phone: Cell Phone: (this form is considered incomplete without a signature)
Emergency Contact Name: Address: Home Phone: Wo Employee Signature I affirm that all of the answers and statements on this	Relationship: City, State & Zip: Ck Phone: Cell Phone: (this form is considered incomplete without a signature) form are complete and true to the best of my knowledge and belief.
Emergency Contact Name: Address: Home Phone: Wo Employee Signature	Relationship: City, State & Zip: Ck Phone: Cell Phone: (this form is considered incomplete without a signature) Form are complete and true to the best of my knowledge and belief.
Emergency Contact Name: Address: Home Phone: Wo Employee Signature I affirm that all of the answers and statements on this	Relationship: City, State & Zip: Ck Phone: Cell Phone: (this form is considered incomplete without a signature) form are complete and true to the best of my knowledge and belief.
Emergency Contact Name: Address: Home Phone: Use Employee Signature I affirm that all of the answers and statements on this Employee Signature:	Relationship: City, State & Zip: Ck Phone: Cell Phone: (this form is considered incomplete without a signature) form are complete and true to the best of my knowledge and belief. Date: (for office use only)

Personnel File 09/01/15