

NEW EMPLOYEE INFORMATION FORM

Legal Primary Name:						
	<i>Last</i>	<i>Middle</i>	<i>First</i>			
Preferred Name:						
	<i>Last</i>	<i>Middle</i>	<i>First</i>			
Address:						
City:			State:			Zip Code:
Main Phone:			Mobile Phone:			
Marital Status:	<input type="checkbox"/>	<i>Single</i>	<input type="checkbox"/>	<i>Married</i>	Gender:	<input type="checkbox"/>
					<i>Female</i>	<input type="checkbox"/>
					<i>Male</i>	<input type="checkbox"/>
Position Title:			Employment Status:		<input type="checkbox"/>	<i>Full-time</i>
					<input type="checkbox"/>	<i>Part-time</i>
Campus Department:			Supervisor:			
Start Date:						

PERSONAL INFORMATION

Spouse/Partner Name:						
	<i>Last</i>	<i>Middle</i>	<i>First</i>			
Emergency Contact Name:				Relationship:		
Emergency Main Phone:			Emergency Work:			
			Mobile:			

EDUCATION

Highest Education Level:		Name of Institution:	
Bachelors:		Name of Institution:	
Masters:		Name of Institution:	

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

Are you Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race?)

Yes No

(Please select one or more of the following races:)

<input type="checkbox"/>	American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America) and who maintains cultural identification through tribal affiliation or community attachment
<input type="checkbox"/>	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
<input type="checkbox"/>	Black or African American	A person having origins in any of the black racial groups of Africa
<input type="checkbox"/>	Native Hawaiian or other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
<input type="checkbox"/>	White	A person having origins in any of the original peoples of Europe, the Middle East or North Africa

Campus Directory Information

Faculty and Staff Information of Butler University is made available through an online directory. The online directory includes your preferred name, campus phone, campus room number, campus e-mail. Additional information may be published or hidden by making profile selections on-line through the web page. Contact the Help Desk for assistance.

Signature: _____ Date: _____