



**EDUCATION INFORMATION (PPAGENL)**

<b>EDUCATIONAL LEVEL: CHECK HIGHEST LEVEL ACHIEVED AND YEAR COMPLETED</b>				YR HIGHEST DEGREE REC'D:	# OF YRS – HIGHER ED. TEACHING EXPERIENCE
<input type="checkbox"/> 01. NO HIGH SCHOOL	<input type="checkbox"/> 04. SOME COLLEGE	<input type="checkbox"/> 07. MASTER'S DEGREE			
<input type="checkbox"/> 02. HIGH SCHOOL DIPLOMA	<input type="checkbox"/> 05. ASSOC/DIP DEGREE	<input type="checkbox"/> 08. PROFSNL DEGREE: MD, DDS, JE, etc.			
<input type="checkbox"/> 03. TRADE CERTIFICATE	<input type="checkbox"/> 06. BACHELOR'S DEGREE	<input type="checkbox"/> 09. PHD OR OTHER DOCTORATE			

DEGREE	DEGREE TYPE <i>(Check ONLY ONE)</i>	YEAR REC'D	INSTITUTION	MAJOR	MINOR
	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate				
	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate				
	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate				

**PROFESSIONAL LICENSURE INFORMATION (PPACERT)**

LICENSE/CERTIFICATE (# and board)	YEAR REC'D	EXPIRES [MO/DAY/YR]	LICENSE/CERTIFICATE (# and board)	YEAR REC'D	EXPIRES [MO/DAY/YR]
LICENSE/CERTIFICATE (# and board)	YEAR REC'D	EXPIRES [MO/DAY/YR]	LICENSE/CERTIFICATE (# and board)	YEAR REC'D	EXPIRES [MO/DAY/YR]

**Signature:** \_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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**\* PERSONNEL ADMINISTRATOR (or Designee) completes the following sections for new employees:**

<b>CRIMINAL CONVICTION INVESTIGATION</b>
<p><b>CHECK ONLY ONE BOX BELOW ...</b></p> <p><input type="checkbox"/> THIS POSITION IS <u>NOT</u> SENSITIVE – THE PA HAS LOGGED INTO HIRERIGHT AND ENTERED IDENTIFYING INFORMATION FOR THIS NEW EMPLOYEE.</p> <p><input type="checkbox"/> THIS POSITION <u>IS</u> SENSITIVE – A FINGERPRINT CHECK HAS BEEN COMPLETED WITH VCU CAMPUS POLICE.</p> <p><input type="checkbox"/> THIS NEW EMPLOYEE IS ON A VISA <u>AND</u> DOES NOT YET HAVE A SOCIAL SECURITY NUMBER. NO CRIMINAL CONVICTION BACKGROUND CHECK IS REQUIRED.</p> <p><input type="checkbox"/> THIS NEW EMPLOYEE HAS A DOHA, QATAR (VCUQ) RESIDENCY PERMIT. NO CRIMINAL CONVICTION BACKGROUND CHECK IS REQUIRED.</p> <p><input type="checkbox"/> THIS NEW EMPLOYEE HAS A DOHA, QATAR (VCUQ) RESIDENCY PERMIT BUT NO CID CHECK DONE. HIRERIGHT CHECK IS REQUIRED.</p>

<b>FORM I-9</b>
<p><b>CHECK ONLY ONE BOX BELOW ...</b></p> <p><input type="checkbox"/> PA HAS LOGGED INTO HIRERIGHT AND COMPLETED AN ELECTRONIC FORM I-9.</p> <p><input type="checkbox"/> PA HAS COMPLETED A PAPER FORM I-9 (ONLY PERMITTED IF EMPLOYEE WORKS AT A REMOTE LOCATION AND CANNOT BRING SUPPORTING DOCUMENTS TO VCU FOR REVIEW).</p> <p><input type="checkbox"/> THIS NEW EMPLOYEE HAS BEEN HIRED TO WORK <u>EXCLUSIVELY</u> IN DOHA, QATAR (VCUQ). NO FORM I-9 IS REQUIRED.</p> <p><input type="checkbox"/> THIS EMPLOYEE WAS HIRED <u>ON OR BEFORE</u> NOVEMBER 6, 1986, HAS MAINTAINED CONTINUOUS VCU EMPLOYMENT, AND IS EXEMPT FROM THE FORM I-9 PROCESS.</p>

**I certify that I have reviewed the completeness of this Personal Data Form (PDF) and have added any relevant address information as needed.**

**Signature:** \_\_\_\_\_  
Personnel Administrator (or Designee)\*

\_\_\_\_\_  
Date

**\* Personnel Administrator (or Designee) also must sign this form for new employees. This form should be included in the new hire paperwork.**