

PERSONAL DATA SHEET

☐ UPDATE

Personal Data

Name: _____

Title: ☐ Ms. ☐ Mrs. ☐ Miss ☐ Mr. ☐ Dr.

Home Address: _____

Date of Birth: _____

City/State/Zip: _____

Home Phone #: _____

Cell Phone #: _____

Social Security Number: _____

Home e-mail: _____

Race and Ethnicity – Please indicate one or more that apply to Race AND yes or no to Ethnicity.

Race:

- ☐ Caucasian/White
☐ Black/African American
☐ Hispanic Other
☐ Cuban
☐ Mexican
☐ Puerto Rican
☐ Asian /Pacific Islander
☐ American Indian or Alaskan Native
☐ Other

Ethnicity: Are you Hispanic/Latino? ☐ Yes ☐ No

Military Status:

☐ Veteran ☐ Disabled Veteran ☐ N/A

If veteran, please provide:

Dates of Service: _____

Military Branch: _____

Disability Status: Are you disabled?

☐ Yes ☐ No

If yes, please specify

Citizenship: ☐ A citizen of the U.S.
☐ Non-citizen national of the U.S.
☐ Lawful Permanent Resident
☐ An alien authorized to work

Visa Type:

Expiration Date:

Employment Information:

1) Are you related to or reside with a current Florida SouthWestern State College employee? ☐ Yes ☐ No

If yes, give name and relationship to employee: _____

2) Have you previously worked for any other Florida Community College? ☐ Yes ☐ No

If yes, name of college and dates of employment: _____

3) Do you have previous Florida Retirement Service (FRS) service? ☐ Yes ☐ No

If yes, provide name of agency, school district or higher education institution: _____

Are you, your spouse, and/or children, covered by Florida Statute 119.07(3)(i) which prohibits the publishing of home addresses, telephone numbers, photographs and places of employment for personnel in law enforcement, firefighting, HRS, judiciary, code enforcement, or other statutorily protected classification? ☐ Yes ☐ No

If YES, you must complete an additional form specifying the protected classification.

****Please turn the page and complete the remainder of the form including emergency contact information.****

Electronic W-2'sI agree to receive my W-2 electronically instead of the paper format: ☐ Yes ☐ No**Emergency Date:** In case of emergency, please notify:**Primary emergency contact:**

Name: _____

Relationship to you: _____

Address: _____

Home #: _____

Work #: _____

Cell #: _____

Alternate contact:

Name: _____

Relationship to you: _____

Address: _____

Home #: _____

Work #: _____

Cell #: _____

Employee Signature**Date****Additional General Information:****Transcripts:**

Do we have your official transcripts? If the position, for which you have been hired, requires a post-secondary degree, the College must have your official transcripts. In order for Florida SouthWestern State College to maintain its accreditation through the Southern Association of Colleges and Schools (SACS), the College is required to have these official transcripts on file; most importantly to establish faculty qualifications. **If you have not already done so, please have transcripts sent directly from the colleges attended to Florida SouthWestern State College.**

Social Security Use Notification: This information is included as a reminder of the Human Resources/Payroll policy. All employees are provided this information upon hire.

In compliance with FL Statute 119.071(5), the Office of Human Resources collects and uses your social security number only for legitimate employment business purposes in compliance with

- The Application and Employment Packet: completing and processing the Federal I-9 (Department of Homeland Security);
- Completing and processing payroll documents: Federal W4, W2 and W9 for 1099 reporting (Internal Revenue Service); Federal Social Security taxes (FICA); processing and distributing Federal W2 (Internal Revenue Service); Direct Deposit Files;
- Completing and processing quarterly Unemployment Reports (FL Dept of Revenue) and Florida Retirement Contribution reports (FL Dept of Revenue);
- Workers Comp Claims (FCCRM and Department of Labor); and/or
- Completing and processing Federal and State Employee and Educational Reports; 401a, 403b and 457b contribution reports; group health, life and dental coverage enrollment forms; various supplemental insurance deduction reports.

Providing your Social Security number is a condition of employment at Florida SouthWestern State College. To protect your identity, Florida SouthWestern State College will secure your SS# from unauthorized access, never release your SS# to unauthorized parties, and assign you a unique student/employee identification number (Banner ID#). This unique ID number is used for all associated employment and educational purposes at Florida SouthWestern State College.