



Employee Data Questionnaire

The George Washington University is required by law to maintain complete and accurate records of your employment. This information requested below will become part of your personnel file and will be kept confidential. You are asked to furnish all of the information requested below and on the reverse side of this form. If there is any item which is not applicable to you, please write N/A in the appropriate space. PLEASE PRINT.

Social Security Number: _____ Start Date: _____

Name: _____ (Last) (First) (MI)

Date of Birth: _____ Position Title: _____

PLEASE READ THIS CAREFULLY:

The Federal Government, under Executive order 11246, requires the University to report the race/ethnic origin of the applicants for employment. In addition, regulations implementing Section 503 of the Rehabilitation Act of 1973, as amended and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 require the University to invite applicants to identify themselves as handicapped and as disabled or Vietnam Era Veterans. Submission of this information is voluntary, and failure to provide it will not subject you to any adverse treatment. Any information supplied will be kept confidential except as appropriate personnel may need to be informed of an individual's disability to make necessary accommodations or to protect health and safety and as government officials request such information to review the University's compliance with applicable executive orders and laws. Your cooperation is appreciated.

- White, not of Hispanic origin: Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
Black, not of Hispanic origin: Persons having origin in any of the Black racial groups of Africa.
Asian or Pacific Islander: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Asian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
Hispanic: Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Sex: F or M Citizenship: _____ Marital Status: _____

Please List Relatives Who Are Employees of The George Washington University:

Table with 3 columns: (Name), (Office), (Relationship). Two rows for listing relatives.

Are You Currently a GW Student? [] NO [] YES If yes: Full-Time [] Part-Time []

Campus (Office) Address (CA):

(Name of Dept) (Building/Street Address) (Suite or Room)

(City) (State) (Zip Code) (Phone)

Check & W4 Address (W4):

(Street)

(City) (State) (Zip Code) (Phone)

Emergency Notification (EM):

Name: -----
(Last) (First) (MI) (Relationship) (phone)

Address: -----
(Street) (City) (State) (Zip Code)

Please report any changes that may occur during your employment to the Records and Data Management Division of the Department of Human Resource Services, 2033 K Street, N.W., Suite 210 Washington, D.C. 20052. Thank You.