

Phelps Administrative Support Center

2014/08/08

Department: _____

Personnel Data Form

Personal Data

Name _____ Social Security Number _____
Last First Middle 9999-99-9999

Birth Date _____ Spouse Name _____
mm/dd/yyyy Male/Female

Permanent Address

Local Address

Street Number _____ Street Name _____ Apt. # _____
City _____ State _____ Zip Code _____

Street Number _____ Street Name _____ Apt. # _____
City _____ State _____ Zip Code _____

Contact Information

Phone # _____ E-Mail _____ U-Mail _____

Check information you do **NOT** want listed in the UC Directory: Spouse Name Address Phone Number

Are you a U.S. Citizen? Yes No

If No: Visa Status _____ Country of Residence _____

If No: Date Entered U.S. _____ Work Permit End Date _____ Intended Length of Stay _____

Are you now, or have you previously been employed by the University of California? Yes No

If Yes: Campus & Department(s) _____
Dates of Employment _____ TO _____

Have you been awarded Work-Study? Yes No

Student Perm # _____ # Units this Qtr. _____
Emergent/Cont

Do you have any near relatives* employed by the UC? Yes No

**A near relative is defined as a spouse, domestic partner, parent, child (including the child of a domestic partner), or sibling. In-laws and step-relatives in the relationships listed, including relatives of the domestic partner who would be covered if the domestic partner were the employee's spouse, are also defined as near relatives.*

If Yes, please provide the following information:

Name(s) _____ Relation _____
Campus & Dept. _____

Highest Academic Degree Earned (check one below)

Year Degree Awarded _____

None HS/Equiv Trade Cert Assoc Bachelor Master Professional Doctorate

Emergency Contact (please list at least one person)

Contact Name _____ Phone Number(s) _____
Contact Name _____ Phone Number(s) _____

EMAIL POLICY

PASC employees' use of electronic communications services implies acknowledgement that the services will be used consistent with the University Electronic Communications Policy and Campus Implementing Guidelines, and that usage which does not comply with the policy or guidelines may result in sanctions as defined with the policy. These policies may be viewed at <http://www.ucop.edu/ucophome/policies/ec/>

Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your Social Security Number is mandatory. The University's record-keeping systems relating to this (application or other form) were established prior to January 1, 1975, pursuant to the authority of The Regents of the University of California under Article IX, Section 9 of the California Constitution. The Social Security Number is used to verify your identity.

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting the information on this form is for personnel administration. University Policy authorizes maintenance of this information.

Furnishing all information required on this form is mandatory - failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various University departments for payroll and administrative purposes and will be transmitted to the state and federal governments if required by law.

You have the right to review the personal information maintained about you in accordance with University policy and may contact the office of record maintaining such information for more information concerning your rights.

The official responsible for maintaining the information contained on this form is the Payroll/Personnel Manager, ISBER, 2202 North Hall, University of California Santa Barbara, Santa Barbara, CA 93106-2150.

I have read, and I understand, the policies concerning the use of electronic mail and privacy:

Note: This is NOT an employment form; merely an information sheet. Prior to starting work, you must provide proof that you are legally entitled to work in the United States, and sign several employment forms.