

New Employee Data Card

Name: _____ Social Security #: _____

IN CASE OF EMERGENCY NOTIFY

Name: _____ Telephone No: _____

Address: _____
 No. Street City State Zip

Present Address _____ Telephone: _____
 Street City State Zip

Date of Birth: _____ Sex: _____

Marital Status: ___ Single ___ Engaged ___ Married ___ Separated ___ Divorced ___ Widowed
 Name of Spouse: _____

Race: ___ Black ___ Hispanic ___ Asian ___ White Non-Hispanic
 ___ American Indian ___ Alaskan Native ___ Pacific Islander

Do you have the right to work in the U.S.A. ? _____ If no, VISA#: _____
 All employees are required to complete an I-9 Form which requires documented proof.

Have you been convicted of a crime in the past 7 years excluding misdemeanors and summary offense? _____
 If yes, describe in full: _____

DEPENDENT CHILDREN:

NAME	DATE OF BIRTH	SOCIAL SECURITY NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EDUCATION	DEGREE	SCHOOL NAME AND LOCATION
Undergraduate	_____	_____
Graduate	_____	_____
Professional	_____	_____

Name	Department	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are you physically / mentally able to perform the duties of the job which you were hired for? _____

If not, would you be able to do so with a reasonable accommodation? _____

What would the accommodation(s) be: _____

OPTIONAL – List any allergies or health conditions that would be necessary to know in case of an accident or emergency: _____

The facts set forth on this data card are true and complete. I understand that any false statement on this data card may result in my dismissal. I hereby authorize King’s College to make a criminal background investigation.

King’s College is an equal opportunity employer. King’s College does not discriminate in employment and no question on this data card is used for the purpose of discrimination.

Employee Signature

Date