



# Confidential Employee Data

In order for the San Jose State University Foundation to comply with Affirmative Action and Equal Employment Opportunity laws and regulations, we are required to solicit gender and ethnic identification and other information of all our employees. All information provided will be maintained in a confidential Foundation Human Resources file and will not be disclosed to other persons, agencies or organizations except with your written consent or as otherwise authorized by law.

**PERSONAL DATA** **JOB/WORKING TITLE**

Social Security Number \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Street Address \_\_\_\_\_ County \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone No. ( ) \_\_\_\_\_ Department \_\_\_\_\_

Work Phone No. ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Gender \_\_\_\_\_ Date of Birth \_\_\_\_\_ Married: Yes \_\_\_\_\_ No \_\_\_\_\_ Ethnicity \_\_\_\_\_

Disabled: Yes \_\_\_\_\_ No \_\_\_\_\_ Will special accommodations be required? Yes \_\_\_\_\_ No \_\_\_\_\_

Please explain: \_\_\_\_\_

**MILITARY STATUS (Please check one)**

Not Applicable \_\_\_\_\_ Vietnam Era Veteran \_\_\_\_\_ Disabled Veteran \_\_\_\_\_ Disabled Vietnam Veteran \_\_\_\_\_

Other (Specify) \_\_\_\_\_ Service Date/s: \_\_\_\_\_

**EMERGENCY INFORMATION**

Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone No. 1 ( ) \_\_\_\_\_

Phone No. 2 ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**CHECK DESIGNEE (In case of death or incapacitation)** **SS #**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone No. 1 ( ) \_\_\_\_\_

Phone No. 2 ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Name of Employee's Supervisor \_\_\_\_\_ Dept. \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_