



Personal Data Sheet

(A new form should be submitted to Human Resources each time there is a change in status)

Initial Hire
 Change of current information
 HR Use Only _____

| | | | |
|---|---|--|--|
| Legal name must match SS card | | | |
| First _____ | Middle _____ | Last _____ | |
| If submitting name change, indicate former name | | | |
| Pay Check Mailing Address _____ | | | Home Phone _____ |
| City _____ | State _____ | Zip Code _____ | County _____ |
| SS Number _____ | | | Cell Phone _____ |
| Email Address _____ | | Date of Birth _____ | |
| Race _____ | <input type="checkbox"/> Male <input type="checkbox"/> Female | <input type="checkbox"/> Married <input type="checkbox"/> Single | <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. |
| Spouse's Name _____ | Date of Marriage _____ | Spouse's Date of Birth _____ | |
| Institution Name _____ | Highest Degree _____ | Major _____ | Date Received _____ |
| Name of Relative(s) Employed at UWG _____ | | Department _____ | Relationship _____ |
| Emergency Contact _____ | Phone Number _____ | Relationship _____ | |
| *Prior University System of GA Employment (Institution/Agency) | | | |
| Title _____ | Date From _____ | Date To _____ | |
| <p>*Please Note: If you are employed with a Board of Regents of the University System of Georgia Institution such as the University (herein referred to as a "System Institution"), then you may not also simultaneously be employed by another System institution. However, you may serve as a consultant to another System institution, if you have on file with the University of West Georgia a prior completed and executed "University System Consultant Services Agreement Between Institutions," which must be signed by the Presidents of both System institutions and the Chancellor for the Board of Regents in the University System of Georgia. You may not simultaneously be employed or serve as a consultant with a System institution and another State of Georgia Executive Branch agency, unless you have on file with the University of West Georgia a prior completed and executed Joint Staffing Letter Agreement. If you are employed by a System institution, ordinarily, you may not also be employed by or serve as a consultant to another State of Georgia agency which is in either the legislative or Judicial Branch of State Government.</p> | | | |
| Signature _____ | | | Date _____ |