



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 _____	
Work Email _____	Personal Email _____	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 _____	