

☺ WELCOME TO THE DEPT OF _____ ☺
PERSONAL INFORMATION

(This information is required to enter you onto the HR/Payroll system)

Name: _____ Maiden/Prior Last Name: _____
Mailing Address: _____ City/St/Zip: _____
Home Address: _____ City/St/Zip: _____
Home Phone: _____ Alternate Phone: _____
Personal E-Mail (optional): _____

If you prefer to go by a name other than what is listed on your Social Security Card, please indicate that preferred name below.

Preferred First Name: _____ Preferred Middle Name: _____

Suffix - Jr. or Sr. (if applicable): _____

Have you ever been employed by the State of Utah? YES NO
Are you receiving a retirement check/pension from Utah Retirement Systems? YES NO

EMPLOYMENT ELIGIBILITY (Please select ONE of the following)

- I am a citizen or national of the United States
 I am a lawful permanent resident (Alien # A) _____
 I am an alien authorized to work until: _____

ETHNIC GROUP (Please select ONE of the following)

- American Indian/Alaskan Native
 Asian/Pacific Islander
 Black (Non-Hispanic)
 Hispanic
 White (Non-Hispanic)

GENDER Male Female

CURRENT MILITARY STATUS (Please select ONE of the following)

- None Reserve National Guard

MILITARY BRANCH:

- Air Force Army Coast Guard Marines Navy

DO YOU HAVE VETERAN STATUS? YES NO

EMERGENCY CONTACT #1 (Information noted with an * is required)

* Name:
* Relationship to you:
Address:
City/State/Zip:
* Home Phone #:
Work Phone #:

EMERGENCY CONTACT #2 (Optional - You may list a second Emergency Contact person)

* Name:
* Relationship to you:
Address:
City/State/Zip:
* Home Phone #:
Work Phone #:

☺ THANK YOU! ☺