

ELON UNIVERSITY

Office of Human Resources

New Employee Information Form

The information you provide below will be used to update your file and the Faculty/Staff Directory **unless you wish some portion excluded. You should indicate where prompted any portion you do not wish to be included in the directory.** If any of the information below changes after you have returned this form, please notify the Office of Human Resources. Please **PRINT** or **TYPE** the following information, and either submit the form electronically or send it to the Office of Human Resources, 2070 Campus Box.

Last four digits of your Social Security Number (Needed for data entry/payroll purposes. **Will not be included in the Faculty/Staff Directory.**)

Mr. Ms. Mrs. Miss Mx Dr.

Name (last, first, and middle) _____

Preferred/Nickname (Directory Display Name) _____

Name of spouse/domestic partner (if applicable) _____ Include in Directory?: Yes No

Mailing Address Include in Directory?: Yes No

Street or P.O. Box _____

City _____ State _____ Zip _____ County _____

Contact Information Include in Directory?: Yes No

Home Phone # (include area code) _____

Cell Phone # (include area code) _____

Position Information

Job Title _____

Type of Employment Full-time Part-time

Department _____

Office location (building and office number) _____

Campus Box # _____ Campus Phone Extension (the number you want listed in the Faculty/Staff Directory) _____

Have you been employed by Elon previously? Yes No If yes, when? From _____ to _____

If you have worked at Elon under another name, list name _____

Emergency Contact Information

Name (Primary) _____ Phone # (include area code) _____

Name (Primary) _____ Phone # (include area code) _____

Racial/Ethnic Background

Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers, and our own university communities, to describe the racial/ethnic backgrounds of our students and employees. In order to respond to these requests, we ask you to voluntarily answer the following two questions.

Do you consider yourself to be Hispanic/Latino? yes no

In addition, select one or more of the following racial categories to describe yourself:

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White