

## NEW EMPLOYEE INFORMATION

*Please respond to the questions below and return this form as soon as possible to:  
Human Resources or Payroll/Fiscal Specialist*

**Employee Name (please print):** \_\_\_\_\_  
First Middle Last

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Home Phone Number:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

**Sick Leave Transfer:** (list school district) \_\_\_\_\_

**Gender:**     Male     Female

**Date of Birth (mm/dd/yyyy):** \_\_\_\_\_

1. **ETHNIC GROUP** (check either Yes or No)

Hispanic/Latino     Yes     No

2. **RACE CATEGORIES** (check all that apply):

	<b>AMERICAN INDIAN/ALASKA NATIVE [I]:</b> A person having origins in any of the original peoples of North and South America [including Central America], and who maintains tribal affiliation or community attachment.
	<b>ASIAN [A]:</b> A person having origin in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent; including for example Cambodia, China, Indi, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
	<b>BLACK OR AFRICAN AMERICAN [B]:</b> A person having origins in any of the Black racial groups of Africa.
	<b>NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER [P]:</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	<b>WHITE [W]:</b> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Employee signature: \_\_\_\_\_ Date signed: \_\_\_\_\_