

HERTFORD COUNTY PUBLIC SCHOOLS

Human Resource Management System Information

The following information is needed to update your file in our Human Resource Management System and payroll system. Important will be used for completion of state and federal reports. **It is very important that all blanks are completed.**

Name: <small>(As it appears on social security card)</small>					
Spouse's Name:					
Social Security Number:					
Race: (Circle)	American Indian or Alaskan Native	Asian or Pacific Islander	Black	**Hispanic	White
	**If Hispanic, please also circle which race(s) you are considered to be . At least one additional race must be selected, but multiple race selections are allowed.				
Sex: (Circle)	Male	Female			
Date of Birth:	Month:	Day:	Year:		
Mailing Address:					
State/Zip Code:					
Telephone Number:			Unlisted: [] Yes [] No		
School Employed / Position:					
<p>Previous Employment: If you were previously employed with another county in North Carolina, please indicate the county. This information is needed so that we can request information from that county concerning your leave, licensure information, renewal credits, etc.</p> <p>Name of Previous County: _____</p>					

Education & Professional Training

<u>School</u>	<u>Degree</u>	<u>Year</u>	<u>Add'l Hrs.</u>	<u>Major/Minor</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Certificate Expiration Date (MMDDYY): _____

Areas of Experience or Special Training: _____