

**INFORMATION SHEET FOR PERSONNEL ACTIONS**

Name: \_\_\_\_\_  
*First M. Initial Last*

Permanent Home Address: \_\_\_\_\_  
*Street or P.O. Box City State & Zip Country*

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Race: \_\_\_\_\_  
*Area Code & number Month Day Year*

Local Mailing Address: \_\_\_\_\_ Local Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

**STUDENT ENROLLMENT:**  Full-time Undergraduate  Part-time Undergraduate  
 Full-time Graduate  Part-time Graduate Cr(s). Taking \_\_\_\_\_

**Sex:**  
 Male  Female

**Education:**  
 2-Yr College  Post-Doct  
 Bachelors  Some College  
 Doctorate  Some Grad  
 HS Grad  Tech School  
 Master's  
 MD, DDS, JD  
 Not Indicated

**Citizenship Status:**  
 Alien Perm.  
 Alien Term.  
 U.S. Citizen  
 Naturalized  
\*If you're not a U.S. Citizen, what is your nationality?  
\_\_\_\_\_

**Marital Status:**  
 Single  Married  
 Divorced  
 Separated w/o divorce  
 Widowed

Are you working anywhere else on campus?  YES  NO If yes, where? \_\_\_\_\_

Are you currently a member of the S.C. Retirement System?  YES  NO

**Military Status:** (Please check one)  None  Active Reserves  Inactive Reserves  
 No Military Service  Other Vet  Retired  Viet Vet

Date of Separation \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month Day Year*  
Please check one:  H (Honorable discharged)  
 D (Dishonorably discharged)

Disabled Veteran:  YES  NO Disabled:  YES  NO

**Driver's License Info:**  
State: \_\_\_\_\_ # \_\_\_\_\_  
Date Valid from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month Day Year Month Day Year*  
Type of License:  Car  Truck  
 Motorcycle  Chauffer

**Emergency Contact:**  
Name: \_\_\_\_\_ Relationship \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_  
*Area Code & number Type*  
Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_  
*Area Code & number Type*

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**Hiring Departmental Use Only:** Effect. Hire Date: \_\_\_\_\_ Dept Number \_\_\_\_\_  
 Administrative  Faculty  Staff  Temporary  Grad Student  Undergrad Student  
Non-Tenure Track \_\_\_\_\_ Tenure-Track \_\_\_\_\_ Tenured \_\_\_\_\_ Penultimate Year \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Supervisor ID/Position No.: \_\_\_\_\_