



HUMAN RESOURCES

Illinois State University

 Pre-Hire

 New Hire

PERSONAL DATA SHEET

Legal Name¹

First _____

 Preferred First/Nickname² _____

Middle _____

 Preferred Last Name² _____

Last _____

Suffix _____

¹ Your name on our records must match the name on file with the Social Security Administration. If your name does not match the name on file with the Social Security Administration then the Social Security Administration may not credit your earnings to you and you may receive a reduced benefit. ² You may prefer to be addressed by your nickname. Your preferred name will not be reflected on official University documents but may be used as possible in internal ISU communications.

Other/Former Name(s) - Please list maiden and/or former names as they may have University records associated with them.

First _____ Last _____

Date of Birth ____/____/____

Gender Female Male

SSN³ _____

Marital Status⁴ Married Single

³The Social Security Number is requested as it is the most effective way to uniquely identify you for the purpose of accurately processing and maintaining your employment records. This number will be translated into a university identification number (UID). Unless required by law (e.g., IRS) or by the State and local agencies (e.g., State University Retirement System) use of the SSN is restricted to internal University maintenance of your employment records.

⁴Marital Status is requested to comply with our CMS Benefit Services provider to ensure that systems of record are in sync and accurate to the best of our knowledge and ability.

Home/Mail Address (address used for ISU mailings, benefits communications, vendor communication, and the retirement mailings)

 US. International

Street/P.O. _____

Apt _____ City _____

State _____ Zip _____

Country (if other than US) _____

Mobile Phone (_____) _____

Home Phone (_____) _____

Emergency Contact Information

Name _____

Phone (_____) _____

Address & Phone Restrictions / Information

Home and personal phone numbers and mailing addresses will not be displayed to the general public or ISU community, however, these are available to your department and may be used in other ISU databases on campus. In addition, your mailing address will be used in transactions with our vendors (savings plans, benefits providers, and retirement services). This address will be available in self-service in iPeople / My.IllinoisState.edu in the event that you need to update or change it. If you require a higher level of restriction, please let us know.

Citizenship: US Permanent Resident Non-Immigrant

Country (for Permanent Resident or Non-Immigrant only) _____

Current VISA Type: H1 H2 F1 J1 TN Other Visa (please specify) _____

Department Use Only

Start Date: ____/____/____

Appointment Type: _____

Employing Dept: _____

Phone: (_____) _____

Department Use Only

Business Address

Campus Box: _____

Dept.Name: _____

Building Code: _____

Office Number: _____

Education History

List in chronological order, the most recent first, including degrees expected and dates. Please use additional sheet if necessary.

Degree Type (i.e. BA, MS) _____ Institution _____

City _____ State _____ Month/Year Conferred _____ / _____

Degree _____ Institution _____

City _____ State _____ Month/Year Conferred _____ / _____

Degree _____ Institution _____

City _____ State _____ Month/Year Conferred _____ / _____

High School Diploma/GED year _____ -OR- Grade School Certificate year _____

Illinois State University Graduates Only

If required for the position, I authorize Human Resources to obtain a copy of my transcript from the Office of the University Registrar to complete my personnel file. (This will serve as an official transcript.) Yes No

Benefits Information

1. Are you currently enrolled as a dependent on a State of Illinois employee's health plan through Central Management Services (CMS)? Yes No
2. Are you an annuitant (retired and receiving benefits) of the State Universities Retirement System (SURS)? Yes No
3. Are you retired from another retirement system with the State of Illinois (e.g., TRS)? Yes No

Transfer Information

3. Will you be transferring unpaid sick leave from another State Agency or University? Yes No
4. Will you be requesting Illinois State University service time or any other State of Illinois service time in calculating your current rate of vacation? Yes No

Illinois Educational Loan Default Act 5 ILCS 385

The Illinois Educational Loan Default Act 5 ILCS 385 requires that applicants for employment certify whether or not they are in default of an educational loan. An employee who is in default on the repayment of an educational loan for a period of six months or more and in an amount of \$600 or more shall make a satisfactory loan repayment arrangement with the maker or guarantor of the loan within six months. The employee has the opportunity to establish a repayment plan through payroll deduction. The University must receive a written certification from the maker or guarantor to confirm the establishment of a satisfactory repayment arrangement prior to the completion of the sixth month of employment, otherwise the University must terminate the individual's employment.

Please check one of the following:

I (____ am) (____ am not) in default of any such loan.

Signature _____ Date _____