UNIVERSITY OF NEW ENGLAND

EMPLOYEE INFORMATION FORM

☐ New Hire ☐ Re-Hire ☐ New FT Student
☐ Address Change ☐ Name Change ☐ Other Change

Section 1: Personal Information (The following information is for Human Resources Use Only)

Last Name: _____ **First Name:** _____ **Middle Initial:** _____
Former Name (if name change) _____ **PRN:** _____
Terminal Degree: _____ **Date of Birth (mm/dd/yyyy):** _____ **Date of Hire:** _____
Address: **Street,Apt#:** _____ **Effective Date of Change:** _____
City, State, Zip _____
Phone #: _____ **Gender:** _____
Marital Status: ☐ Married ☐ Single ☐ Other **Spouse/Partner:** _____
Emergency Information:
Contact Name: _____ **Relationship :** _____
Contact Address : _____
Phone # Home: _____ **Phone # Office:** _____

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

Do you consider yourself to be Hispanic/Latino/Spanish Origin? ☐ Yes ☐ No

Race/Ethnicity: *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 other Pacific Islander
☐ White

Citizenship: please check one

☐ United States Citizen
☐ Non-Citizen
☐ Student Visa
☐ Non-Resident Alien
☐ Permanent Resident Alien
Alien #:

Section 2: General UNE Information

Position Title: _____
Department: _____
Supervisor: _____

College of:
☐ Westbrook Health Professions
☐ Arts & Sciences
☐ Dental Medicine
☐ Osteopathic Medicine
☐ Pharmacy
Administrative Unit: _____

Primary Campus: ☐ Portland Campus ☐ Biddeford Campus ☐ Morocco

Primary Office Address:
(Building/ Room #) _____ **Primary Phone:** _____
Secondary Office Address:
(Building/ Room #) **Secondary Phone:**

Cc: Payroll, Switchboard (Work Address/Phone Information Only)

Race/Ethnicity Definitions:

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African American: A person having origins in any of the black racial groups of Africa.
Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Non Resident Alien Definition:

Nonresident alien is a legal status which requires specific types of visas. "Non-resident Alien" status should be determined through the individual's Visa type. Nonresident alien is defined as a person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.