

*Roger Williams University
And
Roger Williams University School of Law*

Human Resources Datatel Employee Questionnaire

Please PRINT Clearly.

PERSONNEL INFORMATION

1. Prefix (Check One):

Mr. Mrs. Ms. Dr. Dean Other _____

2. Name: _____

LAST

FIRST

Middle Name

3. Suffix (Check One):

Jr. II Ph.D JD LL.M
 Sr. III CPA Other (Specify): _____ None

4. Mailing Address: _____

Street

City

State

Zip Code

5. Telephone(s):

1. _____ Ext. _____ Type: Home Car Fax Business

2. _____ Ext. _____ Type: Home Car Fax Business

3. _____ Ext. _____ Type: Home Car Fax Business

6. SOCIAL SECURITY NUMBER: _____ - _____ - _____

7. Birth Date: **Month** _____ **Day** _____ **Year** _____

8. Birthplace: _____

City

State

9. Sex:

Male Female

10. Marital Status:

Single Married Divorced

EMERGENCY INFORMATION

In case of emergency: Contact Name: _____

Telephone Number: _____ Relationship: _____

Academic Information

<u>Name of High School</u>	Location of High School	Year Graduated	Grade Point Average	Class Rank & No. of Graduates
<u>Secondary Education</u>	College/ University	College/ University	College/ University	College/ University
<i>Name of School</i>				
<i>School Location</i>				
<i>Credits Earned</i>				
<i>Grade Point Average</i>				
<i>Degree</i>				
<i>Degree Date</i>				
<i>Years Attended</i>				
<i>Program</i>				
<i>Major</i>				
<i>Honors</i>				

Government Requirements and Regulations Questionnaire

Name: _____ Social Security # _____ - _____ - _____

1. Information to be used for **Americans with Disabilities Act ONLY:**

Health Condition (Check all that apply):

- Hearing Impaired
- Speech Impaired
- Visually Impaired
- Learning Disability
- Multi-Handicap
- Other (Specify): _____

Special Needs (Check all that apply):

- Wheelchair Ramp
- Closed-caption TV
- Other (Specify): _____

2. Information to be used for **EEO/IPEDS** purposes ONLY:

Ethnic Background (Check One):

Definitions provided on the reverse

- Black (Non-Hispanic)
- American Indian/Alaskan Native
- Asian/Pacific Islander
- Hispanic
- White (Non-Hispanic)
- Other/Multi-Racial _____
- Unknown

Veteran Type:

- World War II
- Korean
- Vietnam

3. Information to be used for **Immigration and Naturalization Act ONLY:**

What country are you a citizen of? _____

Status (Check One):

- U.S. Citizen
- Alien Alien Registration Number: _____
- Resident Alien

Immigration Status (Check One):

- Resident Alien
- Non-Resident Alien
- Student Visa Type: _____ Expiration Date: ____/____/____

Ethnic Backgrounds defined as:

Race/Ethnicity is defined as a category used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group.

Black (Non-Hispanic): All persons having origins in any of the black racial groups of Africa (except those of Hispanic origin).

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India and Vietnam.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White (Non Hispanic): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

Other/Unknown: Category used to classify those whose race/ethnicity is not known and whom institutions are unable to place in one of the specified racial/ethnic categories.

Derived from The U.S. Equal Employment Opportunity Commission