

PERSONAL DATA FORM INSTRUCTIONS

The Personal Data Form is to be completed by new Georgia Tech employees. Current GT employees who wish to update personal information should use the Personal Data Update Form.

Please provide all requested information and print clearly using black or blue ink. The information you provide will become part of your employment record at Georgia Tech.

Student Employee

Indicate whether or not you are a Student Employee by checking appropriate box.

PERSONAL INFORMATION

Name

Provide your full name as it appears on your Social Security Card: Last Name, First Name, Middle Name or Initial. Please do not use nicknames or additional names in parentheses or quotation marks.

SSN

Enter the last four digits of your Social Security Number. If you do not have a SSN, enter "Applied For" and attach copy of receipt or letter from Social Security Administration showing that SSN has been applied for.

Local Address

Enter your local address. This is the address where all correspondence will be sent. Include City, State, and Zip Code.

Personal Telephone

Enter your Personal Telephone Number, including area code, where you may be reached (personal telephone number local to where you work for Georgia Tech).

GT Work Telephone

Enter Work Telephone Number where you may be reached at GT.

Directory Information

Indicate home information you wish included in GT online and printed staff directories by checking appropriate box. Unless you indicate otherwise, no home information will be made available.

Gender

Check appropriate box for Male or Female.

Marital Status

Check appropriate box for Married or Single.

EDUCATIONAL INFORMATION

Highest Education Level

Check Highest Education Level achieved (check only one even if you have multiple degrees).

Degree Information

List degrees you have earned (associate degrees and above).

GTRI student employee degree information

List degree(s) you are pursuing if you are a student employee in GTRI.

OTHER INFORMATION

Date of Birth

Provide your Date of Birth.

Birthplace

Indicate the place where you were born: City, State and Country.

Citizenship Status

Check appropriate box for Citizenship Status. All non-US citizens who do not hold a Permanent Resident card (also known as a "green card") must complete the Non-US Citizen Employee Information Form and attach the appropriate documents. For Permanent Residents, please refer to the "General Information for New Non-US Employees" for special instructions.

Ethnic Group

Check appropriate box for Ethnic Group. Please note that Federal regulations require that employers report ethnic data for their employees (but not job applicants). If you do not identify your ethnic group, GT must provide the data based on the best information available, including visual inspection. A copy of Federal guidelines in this regard will be provided upon request.

Veteran Status

If you are a Special Disabled Veteran, a Vietnam Era Veteran, Newly Separated Veteran, and/or an Other Eligible Veteran, check the appropriate box(es). Definitions are available from the OHR Employment Office should you require more information about these special veteran statuses. Newly Separated Veteran means any veteran who served on active duty in the U.S. military (ground, naval or air service) that was discharged from military service within one year of the date you began employment with Georgia Institute of Technology. A list of military campaigns that qualify for Other Eligible Veteran can be found at: <http://www.opm.gov/veterans/html/vgmedal2.htm>

Previous GT Employee

Indicate whether or not you have worked previously at GT in any capacity by checking appropriate box. Provide approximate employment dates if applicable.

Previous Georgia State Agency/USG Employee

Indicate whether or not you have worked previously at any other University System of Georgia Institution of Higher Education, or Agency of the State of Georgia. Provide approximate employment dates and the name of the Agency or Institution of Higher Education.

GT Home Department

Indicate the name of your Home Department at GT. This is your primary administrative unit (where you receive campus mail and your pay check). For graduate students, it is your primary instructional department.

Building Name

Indicate the name of the building where you work at GT.

Relatives employed at GT

Provide information on your immediate relatives who also work at Georgia Tech (Name, Relationship and Home Department).

Emergency Contact Person

List the name of the person GT should contact in the event of an emergency. Also provide relationship, address (if different from your address) and phone number.

REVIEW DATA ENTERED ON FORM

Please review the information you have provided on the Personal Data Form for accuracy and completeness. Make sure all dates are correct.

SIGN AND DATE FORM

Your signature indicates that the information provided is accurate and complete to the best of your knowledge. Date is the date you complete and sign the form.

Georgia Institute of Technology
Personal Data Form

Student Employee? Yes No

Print clearly using black or blue ink.

Personal Information

Name: _____
(Last) (First) (Middle Name / Initial)

SSN: XXX-XX-_____ (last 4 digits)

Local Address: _____

(All correspondence will be sent to this address) (Number & Street)

(City) (County) (State) (Zip) (Country)

Personal Telephone #: (_____) _____ - _____ GT Work Telephone #: (_____) _____ - _____

Indicate home information you wish included in GT online and printed faculty/staff directories:

Home address and phone number Home phone only Home address only No home information (default)

Gender: M F Marital Status: Married Single

Educational Information

Please indicate the highest education level achieved (check one):

H.S. Credit Associate Degree (2 yr. College) Master's Degree Doctorate: Academic (PhD, EDD, DSC, DGA)
 H.S. Diploma / GED Bachelor's Degree Specialist - EDS Post Doctoral Credit
 Some College Some Graduate Credit Doctorate: Professional (DVM, MD, DDS, JD) ABD - All but dissertation

Please list degrees (associate degrees and above):

Degree	Major	Awarding Institution	Month/Year Awarded
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GTRI student employees:

Degree Pursuing	Major	Name of Institution (if other than Georgia Tech)
_____	_____	_____

Other Information

Date of Birth: ____/____/____ Birthplace: _____
(Month / Day / Year) (City) (State) (Country)

Citizenship Status: U.S. Citizen U.S. Lawful Permanent Resident Other _____

Ethnic Group: American Indian Asian Black Hispanic White

Veteran Status (if applicable): Vietnam-era Veteran? Other Eligible Veteran? (see reverse) Both Vietnam and Other Vet

Are you a Special Disabled Veteran? Yes No Are you a Newly Separated Veteran? (see instructions) Yes No

Previous GT Employee? Yes No (Approx. Dates): _____

Previous Georgia State Agency / University System of Georgia Employee? Yes No

(Approx. Dates): _____ Agency/Institution Name: _____

GT Home Dept.: _____ Building Name: _____
(primary administrative unit)

Relatives Employed by GT:

(Name)	(Relationship)	(Home Dept.)
_____	_____	_____
_____	_____	_____

Emergency Contact Person: _____ Relationship: _____

Address (if different from employee): _____
(Number & Street)

(City) (County) (State) (Zip) (Country)

Emergency Telephone: (_____) _____ - _____

Employee Signature: _____ Date: ____/____/____

Office Use Only

FICA: NRA Exempt (E) or RA Subject (N) Date: ____/____/____ By: _____ J Scholar 18 or J Student 19 [Circle One]

**Georgia Institute of Technology
Personal Data Form**

CAMPAIGN/EXPEDITION	DATES		ORGANIZATIONS PARTICIPATING				
	Start	End	Army	Navy	Air Force	Marine Corp	Coast Guard
Campaign or Service Medals							
American Defense Service	09/08/39	12/07/41	x	x	--	x	x
Army Occupation of Austria	05/09/45	07/27/55	x	--	x	--	--
Army Occupation of Berlin	05/09/45	10/02/90	x	x	x	x	x
Army Occupation of Germany	05/09/45	05/05/55	x	x	x	--	x
Army Occupation of Japan	09/03/45	04/27/52	x	x	x	x	x
China Service	07/07/37	09/07/39	--	x	--	x	--
China Service Medal (Extended)	09/02/45	04/01/57	--	x	--	--	--
Korean Service	06/27/50	07/27/54	x	x	x	x	x
Navy Occupation of Trieste	05/09/45	10/25/54	--	x	--	x	x
Navy Occupation of Austria	05/08/45	10/25/55	--	x	--	--	--
Navy Occupation of Berlin	05/08/45	10/02/90	--	x	--	x	--
Navy Units of the Sixth Fleet	05/09/45	10/25/55	--	x	--	--	--
SW Asia Service Medal (Desert Shield/Storm)	08/02/90	11/02/95	x	x	x	x	x
Vietnam Service Medal (VSM)	07/04/65	03/28/73	x	x	x	x	x
Armed Forces Expeditionary Medal (AFEM)							
Berlin	08/14/61	06/01/63	x	x	x	x	x
Bosnia and Herzegovina (Joint Endeavor)	11/20/95	12/20/96	x	x	x	x	x
Bosnia and Herzegovina (Joint Guard)	12/20/96	Present	x	x	x	x	x
Cambodia	03/29/73	08/15/73	x	x	x	x	x
Cambodia Evacuation (Eagle Pull)	04/11/75	04/13/75	x	x	x	x	x
Congo	07/14/60	09/01/62	x	x	x	x	x
Congo	11/23/64	11/27/64	x	x	x	x	x
Cuba	10/24/62	06/01/63	x	x	x	x	x
Dominican Republic	04/28/65	09/21/66	x	x	x	x	x
El Salvador	01/01/81	02/01/92	x	x	x	x	x
Grenada (Urgent Fury)	10/23/83	11/21/83	x	x	x	x	x
Haiti (Uphold Democracy)	09/16/94	03/31/95	x	x	x	x	x
Iraq (Northern Watch)	01/01/97	Present	x	x	x	x	x
Korea	10/01/66	06/30/74	x	x	x	x	x
Laos	04/19/61	10/07/62	x	x	x	x	x
Lebanon	07/01/58	11/01/58	x	x	x	x	x
Lebanon	06/01/83	12/01/87	x	x	x	x	x
Libyan Area (Eldorado Canyon)	04/12/86	04/17/86	x	x	x	x	x
Mayaguez Operation	05/15/75	05/15/75	x	x	x	x	x
Panama (Just Cause)	12/20/89	01/31/90	x	x	x	x	x
Persian Gulf (Earnest Will)	07/24/87	08/01/90	x	x	x	x	x
Persian Gulf	08/02/90	01/02/92	x	x	x	x	x
Persian Gulf (Southern Watch)	12/01/95	Present	x	x	x	x	x
Persian Gulf (Vigilant Sentinel)	12/01/95	02/15/97	x	x	x	x	x
Persian Gulf Interception Operation	12/01/95	Present	x	x	x	x	x
Quemoy and Matsu Islands	08/23/58	06/01/63	x	x	x	x	x
Somalia (Restore Hope)	12/05/92	03/31/95	x	x	x	x	x
Taiwan Straits	08/23/58	01/01/59	x	x	x	x	x
Thailand	05/16/62	08/10/62	x	x	x	x	x
Vietnam and Thailand	07/01/58	07/03/65	x	x	x	x	x
Vietnam Evacuation	04/29/75	04/30/75	x	x	x	x	x
Navy Expeditionary Medal and Marine Corp Expeditionary Medal							
Cuba	01/03/61	10/23/62	--	x	--	x	--
Indian Ocean/Iran	11/21/79	10/20/81	--	x	--	x	--
Iranian/Yeman/Indian Ocean	12/08/78	06/06/79	--	x	--	x	--
Lebanon	08/20/82	05/31/83	--	x	--	x	--
Liberia (Sharp Edge)	08/05/90	02/21/91	--	x	--	x	--
Libyan Area	01/20/86	06/27/86	--	x	--	x	--
Panama	04/01/80	12/19/86	--	x	--	x	--
Panama	02/01/90	06/13/90	--	x	--	x	--
Persian Gulf	02/01/87	07/23/87	--	x	--	x	--
Rwanda (Distant Runner)	04/07/94	04/18/94	--	x	--	x	--
Thailand	05/16/62	08/10/62	--	x	--	x	--