

New Employee Information Form

Legal Primary Name:			
	<i>Last</i>	<i>Middle</i>	<i>First</i>
Preferred Name:			
	<i>Last</i>	<i>Middle</i>	<i>First</i>
Current Address:			
City:		State:	Zip Code:
Main Phone:		Mobile Phone:	
Gender:	<input type="checkbox"/> Female	<input type="checkbox"/> Male	
Position Title:		Date of Birth:	
Campus Department:		Employment Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Start Date:		Supervisor:	

PERSONAL INFORMATION

Emergency Contact Name:		Relationship:	
Emergency Main Phone:		Emergency Work:	
		Emergency Mobile:	

EDUCATION

Highest Education Level:	Name of Institution:
Bachelors:	Name of Institution:
Masters:	Name of Institution:

The federal government, accrediting associations, college guides, and our own divisions/departments often ask for descriptions of the racial/ethnic backgrounds of our student and employee populations. In order to respond to these requests, we ask you to answer the following optional information:

Are you Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)? Yes No

(Please select one or more of the following races :)

Native American or Alaska Native (Not Hispanic or Latino)	A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment
Asian (Not Hispanic or Latino)	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 (Not Hispanic or Latino)	A person having origins in any of the black racial groups of Africa
Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
White (Not Hispanic or Latino)	A person having origins in any of the original peoples of Europe, the Middle East or North Africa
Two or More Races (Not Hispanic or Latino)	All persons who identify with more than one of the above five races

CAMPUS DIRECTORY INFORMATION

Butler University Faculty and Staff information is made available through an online directory. The online directory includes your preferred name, campus phone, campus room number, and campus e-mail address. Additional information may be published or hidden by making profile selections on-line through the web page. Contact the Help Desk for assistance.

Signature: _____ Date: _____