



Employee Personal Profile

New Employee. Please complete this form and return to the office of Human Resources

Current or Previous Employee. (Please indicate your current or previous position) _____

Employee Information

Full Name: _____ Date of Birth: _____
Last First Middle Month Day Year

Social Security _____

Number: Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____ Gender: _____

Marital Status: Single Married Divorced Separated Other: _____

Ethnicity/Race (check all that apply): Are You Hispanic/Latino? Yes No

☐ American Indian/Alaska Native Asian Black/African-American Native Hawaiian/Pacific Islander White

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES ☐ NO

Are you a member of the Teacher's Retirement System of Alabama? YES ☐ NO ☐ Employment Date: _____

If yes, were you an active member on or before January 1, 2013? YES ☐ NO Division Assigned: _____

Active Member Retired Member Campus Assigned: _____

If you are a student, are you currently enrolled full-time? Yes No

Education

Highest Education Level: _____ Highest Degree and Major: _____

Date Acquired: _____ Institution Name: _____

Emergency Contact

Name: _____ Relationship: _____

Phone: _____

Annual W2 statements are setup to send electronically. If you would like to receive a paper copy **in addition** to the electronic copy please initial here: _____

Signature: _____ Date: _____