

Please Print Information and Return to the Human Resources Office

MARYWOOD UNIVERSITY
2300 ADAMS AVENUE, SCRANTON PA 18509

HUMAN RESOURCES EMPLOYEE INFORMATION
TEMPORARY STUDENT DATA SHEET

SOCIAL SECURITY NUMBER _____

NAME (as it appears on social security card) _____

HOME ADDRESS _____ PHONE (____) _____

CITY, STATE, ZIP _____

LOCAL ADDRESS (IF DIFFERENT THAN ABOVE) _____

CITY, STATE, ZIP _____ PHONE (____) _____

EMERGENCY CONTACT NAME _____ PHONE (____) _____

SEX: MALE ___ FEMALE ___ U.S. CITIZEN: YES ___ NO ___ VETERAN: YES ___ NO ___

MARRIED: YES ___ NO ___ FULL-TIME STUDENT: YES ___ NO ___
PART-TIME STUDENT: YES ___ NO ___

FAMILY STATUS FOR BENEFITS PURPOSES – PLEASE CHECK ONE:

- ___ SINGLE (A)
___ EMPLOYEE & CHILD (B) ___ EMPLOYEE & SPOUSE (D)
___ EMPLOYEE & CHILDREN (C) ___ FAMILY (E)

DATE OF BIRTH: _____ DATE OF HIRE: _____

RACIAL/ETHNIC GROUP – PLEASE CHECK ONE:

Table with columns: NON-HISPANIC, HISPANIC, AMERICAN INDIAN, ASIAN/PACIFIC ISLANDER, OTHER, NON-RESIDENT ALIEN. Sub-rows for White, Black, ALASKAN NATIVE. Includes a grid for marking responses with numbers 05, 02, 06, 03, 04, 08, 07.

FOR OFFICE USE ONLY:

ENTERED ON HUMAN RESOURCES _____ I-9 STATUS: COMPLETE ___ INCOMPLETE ___

ENTERED ON PAYROLL _____ FILE CREATED _____