



# PERSONAL DATA AND SELF-IDENTIFICATION FORM

Princeton University is an equal employment opportunity employer and is required by law to report periodically certain data regarding our faculty and staff. To satisfy government regulations, we must try to provide accurate data on citizenship, sex/gender, and race/ethnic group of all employees as well as disability and veteran status of those who have self-identified. All information is reported in statistical form only. Other information (e.g., birthdate, marital status, etc.) is needed for benefits administration or other human resources management purposes. All information is secure and confidential.

For new and rehired employees, please complete all information on this form. *For changes only*, please complete Section 1 and *only the new information*.) Your contact information will be used by the University's Emergency Notification System, when required.

## SECTION I: NAME AND STATUS

**Check one:**  New Hire/Rehire **Hire Date or Effective Date of** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_  
 Change **Change:** \_\_\_\_\_ **Employee ID: (if making a change)** \_\_\_\_\_

**Name:** \_\_\_\_\_  
*Last First MI*

**If name is changing, new name:** \_\_\_\_\_  
*Last First MI*

## SECTION II: CONTACT INFORMATION (Legal address for income tax purposes and mailings to your home)

**Address:** \_\_\_\_\_  
*Street City State Zip*

**Home/Personal Email Address:** \_\_\_\_\_

**Home Telephone Number:** (\_\_\_\_) \_\_\_\_\_ **Cell Phone Number:** (\_\_\_\_) \_\_\_\_\_

## SECTION III: PERSONAL INFORMATION (Please refer to definitions on reverse side)

<b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Marital Status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Civil Union <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Dissolved Civil Union <input type="checkbox"/> Dissolved Dom Partnership <input type="checkbox"/> Surviving Partner <input type="checkbox"/> Widow/Widower	<b>Citizenship:</b> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien (Permanent) <input type="checkbox"/> Non-Resident Alien (Temporary)

OPTIONAL: SELF-IDENTIFICATION – Completion of the following information is **voluntary**. Please read definitions on reverse side before completing.

**Race/Ethnicity** (Select all that apply):  Asian/Pacific Islander  Black/African American  Hispanic/Latino  
 American Indian/Alaskan Native  White

**Military Status** (Select one):  
 Active Reserve  Service Medal and Other Veteran  
 Armed Forces Service Medal Veteran  Veteran (VA Ineligible)  
 Inactive Reserve  Veteran of the Vietnam Era  
 No Military Service  Vietnam and Other Protected Veteran  
 Other Protected Veteran  Retired Military

**Disability Status:**  
 Individual with a Disability  
 Disabled Veteran  
 Please list any accommodations needed on a separate sheet and attach to this form.

**Military Discharge Date:** \_\_\_\_\_ (MM/DD/YY)

## SECTION IV: EMERGENCY CONTACT INFORMATION (If possible, please provide a contact who lives locally near your work location.)

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
 Check if same address as employee  
**Address:** \_\_\_\_\_  
*Street Apartment*  
 \_\_\_\_\_  
*City State Zip Telephone Number: (\_\_\_\_) \_\_\_\_\_*  
**Cell Phone/Pager Number:** \_\_\_\_\_

## SECTION V: COLLEGE EDUCATION

Degree	Date	School

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please indicate your employing office and return this form promptly to:

- Office of the Dean of the Faculty, 9 Nassau Hall (Faculty & Professional Researchers, Professional Specialists, and Professional Librarians)
- Firestone Library, Human Resources (Library Administrative and Support Staffs)
- Plasma Physics Lab, PPPL Human Resources, Forrestal (PPPL employees)
- Human Resources, 1 New South (all other employees and retirees)

Important: notify, separately, the Credit Union, Princeton Billing, TIAA-CREF, and the U-Store of changes, if appropriate.

## Personal Data Form - Explanation and Definitions

**Social Security Number** – This is required by the Payroll Office and by the Office of the U.S. Social Security Administration.

**Name** – Your legal name to be printed on your payroll check.

**Home Address and Phone** – For tax and benefit purposes and for some University mailings (e.g., the *Princeton Weekly Bulletin*).

**Sex** – Please indicate: *Male; Female*

**Marital Status** – Please indicate: *Single; Married; Civil Union; Domestic Partner; Separated; Dissolved Civil Union; Dissolved Domestic Partnership; Divorced; Surviving Partner; Widowed*

**Date of Birth** – Required for benefits purposes.

**Citizenship** – Please indicate: *U.S. Citizen; Resident Alien (Alien Perm); Non-Resident Alien (Alien Temp)*

SELF-IDENTIFICATION DEFINITIONS. (Completion of this information is voluntary.)

**Race/Ethnicity** – This information is requested for statistical reporting purposes to government agencies, including the U.S. Department of Education and the U.S. Department of Labor.

- *Asian/Pacific Islander*: A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Republic and Samoa; and on the Indian Subcontinent, includes India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan.
- *Black/African American (not of Hispanic origin)*: A person having origins in any of the black racial groups of Africa.
- *Hispanic/Latino*: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. (This does not include persons of Portuguese descent or persons from Central or South America who are not of Spanish origin or culture.)
- *American Indian or Alaska Native*: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains cultural identification through tribal affiliation or community attachment.
- *White (not of Hispanic origin)*: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Military Status and Disability Status Self-Identification** – Princeton University has affirmative action programs for qualified individuals with disabilities and qualified protected veterans. If you wish to identify yourself as a qualified individual with a disability or a qualified protected veteran, please complete this section and return this form to the appropriate office (see front). This information is requested for statistical reporting purposes to government agencies, including the U.S. Department of Labor.

Submission of information about your veteran or disability status is completely voluntary. Declining to provide this information will not subject you to any adverse treatment. All information provided regarding your disability will be kept confidential, except that (1) your supervisor(s) may be informed of any work restrictions or reasonable accommodations needed, and (2) first aid personnel may be informed when and if you require emergency medical treatment.

### Military Status Self-Identification

- *Active Reserve or Inactive Reserve*
- *Armed Forces Service Medal Veteran*: A person who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces Service Medal was awarded pursuant to Executive Order 12985.
- *Other Protected Veteran*: A person who served on active duty during a war (other than the Vietnam War) or in a campaign or expedition for which a campaign badge has been authorized. To identify the campaigns or expeditions that meet this criterion, please consult the VETS-100 web site (<http://www.opm.gov/veterans/html/vgmedal2.asp>).
- *Service Medal and Other Protected Veteran*: A veteran as defined by both definitions above.
- *Veteran (VA Ineligible)*
- *Veteran of the Vietnam Era*: A person who (1) served on active duty for more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: (I) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (II) between August 5, 1964 and May 7, 1975 in all other cases; or (2) was discharged or released from active duty for a service connected disability if any part of such active duty was performed: (I) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (II) between August 5, 1964 and May 7, 1975 in all other cases.
- *Vietnam Veteran and Other Protected Veteran*: A veteran as defined by both definitions above.
- *Retired Military*
- *No Military Service* – not a U.S. Veteran

**Recently Separated Veteran** – A veteran who was discharged or released from active duty within the last three (3) years.

### Disability Status Self-Identification

**Individual with a Disability**: A person who 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment.

**Disabled Veteran**: A veteran who 1) is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans' Affairs for a disability; or 2) was discharged or released from active duty because of a service-connected disability.