



New Employee Information Form

Employee ID or Social Security Number

(_____) _____
Home Phone Number

_____/_____/_____
Date of Birth

Last Name

First Name

M.I.

Home Mailing Address

City

State

ZIP

GENDER: Male Female I do not wish to disclose

MARRIED: Yes No

Race/Ethnic Group *(Check all that apply)*

- White (not Hispanic or Latino) A person having origins in any of the original peoples of Europe, North Africa, or the Middle East
- Black or African American (not Hispanic or Latino) A person having origins in any of the Black racial groups of Africa
- Hispanic or Latino A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race
- American Indian/Alaskan Native A person having origins in any of the original peoples of North, Central or South America and (not Hispanic or Latino) who maintains 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. This area includes China, Japan, Korea, Thailand, and Vietnam.
- Pacific Islander (not Hispanic or Latino) A person having origins in any of the original peoples of the Pacific Islands, the Philippine Islands, Samoa, Hawaii, and Guam.
- I do not wish to disclose

Military Information *(Check all that apply)*

- Not applicable
 - Disabled Veteran a veteran 1) of the U.S. military ground, naval or air service who 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, or 2) who was discharged or released from active duty because of a service-connected disability
 - Vietnam-Era Veteran a veteran whose active military, naval or air service was during the period August 5, 1964 through May 7, 1975 who served on active duty for more than 180 days and was discharged with other than a dishonorable discharge or because of a service-connected disability
 - Other Protected Veteran a veteran who served on active duty in the U.S. military ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense
 - Armed Forces Service Medal Veteran a veteran who, while serving on active duty in the U.S. military ground, naval or air service participated in a U.S. military operation for which an Armed Forces Service Medal was awarded pursuant to Executive Order 12985 (61 FR 1209, 3 CFR, 1996 Comp., p. 159)
 - Recently Separated Veteran a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military ground, naval or air service
- Military Status: Active Reserve Inactive Reserve Separation Date _____/_____/_____

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Processing Office Use Only

Pay Group _____

Employee ID # _____

Entered by _____

Audited by _____

Date Received in Processing _____

Signature

Date

Mail form to: Vanderbilt HR Processing, VU Station B #357718, 2301 Vanderbilt Place, Nashville, TN 37235-7718

Deliver form to: HR Processing, 975 Baker Building, Nashville, TN 37203