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| --- | --- | --- | --- | --- | --- |
| **Employee Name** |  | | **Texas State ID** | |  |
| **Title**:  Dr.  Mr.  Mrs.  Ms. | | **Gender:**   Female  Male | | **Date of Birth** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Primary Phone:** | | ( ) | **Marital Status:** Single  Married | |  | | |
| **Person to contact in case of an emergency:** | | | | | | | |
| Name |  | | Relationship |  | | Phone | ( ) |

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| **Privacy** | | State law gives you the right to choose whether Texas State should allow public access to your home address, home telephone number, emergency contact information, Social Security number, and whether you have family members. **If you do not declare this personal information as confidential, it will be open to the public.** If you are a “peace officer,” your home address and telephone number are automatically confidential. |
| I want my personal information to be confidential.  Yes  No I am a certified peace officer.  Yes  No | | |
| **Ethnicity/Race**  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  What is your race? *(check all that apply)*  Black or African American  Asian  American Indian or Native Alaskan  Native Hawaiian or other Pacific Islander  White | | |
| **Veteran Classification and Self-Identification**  Are you a veteran?  Yes  No | | |
|  | I identify as one or more of the classifications of protected veteran listed: | |
| Active wartime or campaign badge veteran  Recently separated veteran *date of discharge*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Armed forces service medal veteran  Disabled veteran  I am a protected veteran but choose not to self-identify the classification to which I belong.  I am not a protected veteran. | |
| **Veteran Employment Preference, if applicable** *(Individuals claiming preference must provide appropriate documentation).*  Veteran, honorably discharged  Surviving spouse (not remarried) of veteran  Child of veteran killed while on active duty | | |

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| I am currently employed with another state agency or institution.  Yes  No | | | |
|  | * If yes, where? |  | |
|  | *You must submit* ***required*** *dual employment request forms to your Department Head for approval.* | | |
| I am currently employed in a benefits-eligible position with a community/junior college or independent school district.Yes No | | | |
|  | * If yes, where? |  | |
| Did you work for the State of Texas on 8/31/1995?  Yes  No | | | |
| *If yes, complete the following. If no, continue to retirement section.* | | | |
|  | * Have you left State of Texas employment for more than 12 months?  Yes  No | | |
|  | * Since 9/1/2005, have you left State employment for more than 30 days?  Yes  No | | |
|  | * If no to both, where did you work on 8/31/1995? | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I am a retiree with  TRS  ORP  ERS | | | | |
|  | Where did you retire from? |  | Retirement Date |  |

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| **EMPLOYEE ACKNOWLEDGEMENT**: **I acknowledge that I have been informed of the relevant web site for New Employee Notices. I understand that I am responsible for reading all the information on this site within the first 30 days of my employment and agree to comply with all Texas State University procedures, policies, and conditions of employment. I understand that my department or Human Resources will provide me with assistance should I have questions concerning this information.** | | | |
| New Employee Notices: [www.hr.txstate.edu/New-Employee-Welcome.html](http://www.hr.txstate.edu/New-Employee-Welcome.html) under ‘Getting Started’ | | | |
| **I acknowledge being notified that, with exceptions, I have the right to be informed of and to receive, review, and, if necessary, correct the information that Texas State University collects on me.** | | | |
|  | | | |
| Employee Signature |  | Date |  |