

**Personal Information -- Southern Adventist University
(To Be Completed by Employee)**

Today's Date _____

Name _____ U.S. Social Security # _____

Residence _____ City _____ State _____ Zip _____

Mailing Address _____ City _____ State _____ Zip _____

Citizenship _____ Gender _____ Race _____ Home Phone _____ Cell Phone _____

Birth Date (M/D/YY) _____ Birth Place _____ E-mail: _____

Drivers License (state) _____ DL# _____ Expiration Date (M/D/YY) _____

Marital Status _____ Date of Marriage (M/D/YY) _____ First Denominational Hire Date (M/D/YY) _____

Ordination Date (M/D/YY) _____ Church Membership _____ Denomination _____

Father's Name _____ Mother's Full Maiden Name _____

Spouse's Full Name / Maiden Name _____ Spouse's SS# _____

Spouse's Date of Birth (M/D/YY) _____

Educational Records

<u>Level of Education</u>	<u>Degree Held</u>	<u>Major/Area of Study</u>	<u>Institution's Name</u>	<u>Year Graduated</u>
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Postgraduate	_____	_____	_____	_____
Doctoral	_____	_____	_____	_____
Other	_____	_____	_____	_____

Dependent Information

<u>Name of Dependent</u>	<u>Date of Birth (M/D/YY)</u>	<u>Social Security Number</u>	<u>Relationship</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment History (Please list both Denominational and Non-denominational)

(Ask for a second sheet of paper if more space needed)

<u>Employing Organization</u>	<u>Type of Work</u>	<u>Date Began</u>	<u>Date Ended</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date you assumed duties at Southern Adventist University _____

Rank/Title at that time _____

Office Location _____ Office phone number _____

HR Office Use Only

Primary Department _____ **Date Began** _____

Job Title _____ **Grade** _____ **Step** _____ **% Rate of Pay** _____

Approved _____

SAU ID# _____

Human Resources Office