THE NEW SCHOOL
A UNIVERSITY

Banner ID: N_____

Personal Data Sheet

Section I: Employee Information

Last Name:	First Name, Middle Initial:	Social Security Number:

Date of Birth (MM/DD/YY):	Gender: ☐Male ☐Female	Other Name(s) Under Which Records May Be Found:

Address (Local):	City, State & Zip Code

Phone (Home):	Phone(Other – please indicate):	E-mail:

Section II: Affirmative Action Data

(The completion of this section is voluntary; this information is for reporting purposes only and will remain confidential.)

Ethnicity (Please check one):

- ☐American Indian or Alaskan Native
- ☐Asian or Pacific Islander
- ☐Black, non-Hispanic
- ☐Hispanic
- ☐White, non-Hispanic

Are you a Vietnam-Era Veteran?

☐Yes ☐No

Do you have a 30% or greater disabled rating from the V.A.?

☐Yes ☐No

Section III: Emergency Contact Information

(Please remember to update if this information changes.)

Last Name:	First Name, Middle Initial:	Relationship to Employee:

Phone:	Phone(Other – please indicate):	E-mail:

I certify that the information contained on this sheet is accurate.

Employee's Signature (Required):	Date: 6/28/07

Job Information (To be completed by the Employer/Hiring Manager)

Employee's First Day of Work:	Employee's Supervisor (please print):	Division & Department:

Building Code	Room #	Office Phone:	FOAP:

If employee is a faculty member, OR, being assigned to a course, please check one of the following:

- ☐Part-Time Faculty (PTFAC)
- ☐Full-Time Faculty (FTFAC)
- ☐Fixed-Term Faculty (FXFAC)
- ☐Non-Teaching Administrative (ADMIN)
- ☐Full Time Administrative (ADFAC)
- ☐Visiting Faculty (VSFAC)
- ☐Independent Contractor (INCON)
- ☐Course Authors w/Library Privileges (CRSAUT)
- ☐Mannes Prep (MNPREP)
- ☐Post-doctoral Fellow (POSTDC)
- ☐Research Scholar/Fellow (RESSCH)
- ☐Teaching Fellow (TCHFEL)
- ☐Teaching Graduate (TCHGR)
- ☐Web Advisor for Students (WEBADV)

Is the employee an Advisor?

☐Yes ☐No

Is the employee a Foreign National Living abroad?

☐Yes ☐No

Authorized Division Representative's Signature (Required):	Date: