

HR Use Only ID # _____ Status: FT PT Call-in Temp

EMPLOYEE GENERAL INFORMATION SHEET

Prefix _____ Suffix _____

Legal Name: First _____ Middle _____ Last _____

Chosen Name _____

& KR VH Q QDPH LV EH KRZ \RX ZLOO EH OLVWHG LQ WKH XQLYHUVLW\ ¶ V 2XWORR
indicate a chosen name, your legal first, middle initial, and last name will be the default listing.

Sex/Gender*: _____ Pronouns _____

Social Security Number _____ Date of Birth: _____

Home Address (not a PO Box) _____

City: _____ State: _____ Zip: _____

School District of Residence (leave blank if outside of Ohio): _____

Cell Phone _____

Widow/Widower _____

Name of Spouse: _____

Spouse Social Security #: _____ Spouse Date of Birth: _____

Dependent Children Names	Sex/Gender†	Date of Birth	Social Security #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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: L W W H Q E H U J ¶ V + 5 , Currently allows for or M D W H P S H U V R G P V O G R A P H I C I
screen X will be an option in the coming month. Gender identity can be noted on a separate biographic information
screen.

