

PERSONAL DATA SHEET

Initial Hire **Change of current information**(fill out sections that need to be updated only)

Legal Name (from SS Card)	Last	First	Middle
------------------------------	------	-------	--------

Name Change Info	If submitting name change, indicate former name:
------------------	--

Personal	Sex	Race	Date of Birth:	<input type="checkbox"/> MR.	<input type="checkbox"/> DR.	Social Security Number:
				<input type="checkbox"/> MS.	<input type="checkbox"/> MRS.	

Marital Information	Married <input type="checkbox"/>	Spouse's Name	Spouse's Date of Birth
	Single <input type="checkbox"/>		

Present Address	Number – Street – Apartment	Telephone Number
	City	State Zip Code County

Mailing Address	Number – Street – Apartment	Telephone Number
	City	State Zip Code County

Campus Location	Building or Place of Work	Office Room Number	Office Phone Number
-----------------	---------------------------	--------------------	---------------------

Prior UWG Employment	Department	Title	Dates From:	To:
----------------------	------------	-------	-------------	-----

*Prior Univ System of GA Employment	Institution/Agency	Title	Dates From:	To:
-------------------------------------	--------------------	-------	-------------	-----

Highest Degree Received	Institution Name	Degree	Major	Date Received
-------------------------	------------------	--------	-------	---------------

Relatives Employed at UWG	Name	Department	Relationship
---------------------------	------	------------	--------------

In Case of Emergency Contact	Name	Telephone Number	Relationship
------------------------------	------	------------------	--------------

***Please Note:** If you are employed with a Board of Regents of the University System of Georgia Institution such as State University (herein referred to as a "System Institution"), then you may not also simultaneously be employed by another System institution. However, you may serve as a consultant to another System institution, if you have on file with the State University of Georgia a prior completed and executed "University System Consultant Services Agreement Between Institutions," which must be signed by the Presidents of both System institutions and the Chancellor for the Board of Regents in the University System of Georgia. You may not simultaneously be employed or serve as a consultant with a System institution and another State of Georgia Executive Branch agency, unless you have on file with the State University of West Georgia a prior completed and executed Joint Staffing Letter Agreement. If you are employed by a System institution, ordinarily, you may not also be employed by or serve as a consultant to another State of Georgia agency which is in either the legislative or Judicial Branch of State Government.

Signature

Date