

**BOWLING GREEN STATE UNIVERSITY
New Employee Data Form**

Workforce Administration > Personal Information > Biographical > Add a Person Regional Contact Information Biographical Details	BGSU ID		Hire Date		
	Please write name as it appears on Social Security Card or Passport				
	Prefix	First Name	Middle Name*	Last Name	Suffix: optional
	*Full middle name will be entered into our data base and will show in the online directory. If you would prefer using your middle initial only please check here				
	Date of Birth		State of Birth (Country if International)		
	Gender		Marital Status		
	Male Female		Single Divorced Widowed Married Separated Unknown		
	Permanent (Home) Address		Local (Mailing) Address Please complete unless Local Address is same as Permanent Address		
	Street Address:		Street Address:		
	Street Address (cont'd.):		Street Address (cont'd.):		
	City:		State:	City:	
	State:		State:		
	Zip Code:	Phone:		Zip Code:	Phone:
	Campus (Business) Address				
	Street Address:		Campus Phone Number:	Campus:	Main BGSU Firelands Extension
	Race and Ethnic Identification				
	Are You Hispanic or Latino? Yes No				
	White (Not Hispanic or Latino) Black/African American (Not Hispanic or Latino) Asian (Not Hispanic or Latino)		Hispanic or Latino American Indian or Alaska Native (Not Hispanic or Latino)		Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) Not Specified
Military Status (please check only one) (see definitions on page 3)					
Not a Veteran	Veteran of Vietnam Era	Not Indicated		Discharge Date	
Not a Vietnam-Era Veteran	Pre-Vietnam Era Veteran	Vietnam & Other Protected Vet			
No Military Service	Post-Vietnam Era Veteran	Service Medal and Other Vet Other			
Protected Veteran		Armed Forces Service Medal Vet			

U.S. Citizenship Status

Are you a U.S. Citizen? Yes No If no, country of citizenship:	Native Naturalized Permanent Resident	Employment Visa Canadian Citizen Alien Permanent Alien Temporary Other
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Visa/Permit Data

Number (usually 8 characters in red ink):	Status: Applied Granted Renewed	Status Date: Type: Other
Country:		

Have you worked for the State of Ohio before? Yes No	If yes, Retirement system: Number of years:
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Emergency Contact

Last Name:	First Name:	MI:
Street Address		
Street Address (cont'd.):		
City/State/Zip Code		Daytime Phone:
Relationship (e.g., Mother, Father, Etc.):		Nighttime Phone

Do you have a physical or mental disability: Yes (see below) No	Are you a disabled veteran? Yes No
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If applicable, describe the accommodations to your job or work environment that would enable you to perform all your duties properly and safely:

List All Completed College Degrees

Degree	Year Received	Field of Study/Major	Institution	Location (City/State)

Check Highest Educational Degree at Appointment

Less than high school High school diploma	Associate Bachelor	Some graduate work Master	Doctorate
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College Degree in Progress

Degree	Expected Completion Date	Field of Study/Major	Institution	Location (City/State)

The information contained on this form is true and accurate to the best of my knowledge.

Employee Signature

Date

Social Security Number (National ID)

Military Status Definitions

Armed Forces Service Medal Vet

Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209).

No Military Service

Has no military service.

Not Indicated

Has not indicated veteran status.

Not a Veteran

Not a Vietnam-Era Veteran

May or may not be a veteran, but is not a veteran of the Vietnam era (i.e., did not serve during the period August 5, 1964, through May 7, 1975).

Other Protected Veteran

Any other veteran who served on active duty in the U.S. military ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

Post-Vietnam Era Veteran

Post-Vietnam-era veteran. A veteran whose service began after the Vietnam era (i.e., after May 7, 1975).

Pre-Vietnam Era Veteran

Pre-Vietnam-era veteran. A veteran whose service ended before the Vietnam era (i.e., before August 5, 1964).

Service Medal and Other Vet

Meets both the requirements of an Armed Forces Service Medal Veteran and the requirements for an Other Protected Veteran.

Veteran of Vietnam Era

A. Served in the military, ground, naval or air service of the US on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred: (i) in the Republic of Vietnam between 2/28/61, and 5/7/75; or (ii) between 8/5/64 and 5/7/75, in all other cases (any location); or

B. Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed (i) in the Republic of Vietnam between 2/28/61, and 5/7/75; or (ii) between 8/5/65 and 5/7/75, in all other cases (any location).

Vietnam & Other Protected Vet

Meets both the requirements of a Veteran of the Vietnam Era and the requirements for an Other Protected Veteran. An example of this would be an individual who served in World War II and in Vietnam.