

PERSONNEL DATA SHEET

The information below is collected for our Faculty/Staff Database. **It is not for public distribution.** Please complete upon hiring, termination, status change, or any time any employee information changes. Submit completed forms to Staci Hazlett or Emily Staples in the Dean's Office (A202).

Date: Revision
 New

Employee Name: (preferred name in quotes)		Mailing Address:		Home Phone:	Cell Phone:
UIN:	Birth Date:	State/Province:	Zip/Postal Code:	Spouse Name:	

EMPLOYMENT INFORMATION

Status of Employment:	Hire Date:
Job title:	Termination Date:
Office Location (Full address if not on TAMU campus):	
Office Phone:	E-mail Address:
Chair/Professorship:	Date:
Area(s) of Scholarly/Professional Interest:	
Hobbies/Talents:	

DEGREES/CERTIFICATES

Type:	Year Completed:
School:	
Type:	Year Completed:
School:	
Type:	Year Completed:
School:	
Type:	Year Completed:
School:	

EMERGENCY CONTACT

Name:	
Home Phone:	Work Phone:
Cell Phone:	Relationship:

FOR OFFICE USE ONLY

Created/Updated:	Initial:
Notes:	