

PASADENA UNIFIED SCHOOL DISTRICT

This is a: New Hire Change of address Telephone Change of Name

SOCIAL SECURITY #: _____ SCHOOL SITE/DEPT. _____

CONTACT INFORMATION:

PLEASE PRINT LEGIBLY

LAST NAME: _____ FIRST NAME: _____ MI: _____

HOME ADDRESS: _____

PHONE: _____ CITY _____ STATE _____ ZIP _____

CELL: _____

EMERGENCY CONTACTS:

Name: _____ Phone(s): _____

Relationship _____

Name: _____ Phone(s): _____

Relationship _____

Information is to be provided to your employer, Pasadena Unified School District, for use by Administrative & Personnel Services or the employee's supervisor in the event the employee is incapacitated or endangered due to illness or accident.

1. Please list any medical conditions: _____

2. Please list any medications you must take and/or are allergic to: _____

3. Please list the name, address and phone number of your doctor:

Name: _____ Phone: _____

Address: _____

EMPLOYEE RACE/ETHNICITY INFORMATION:

New federal guidelines require that we gather race/ethnicity information on all new employees in a two part question. Please complete the information listed below:

WHAT IS YOUR ETHNICITY? (Please check one): Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)
 Not Hispanic or Latino

WHAT IS YOUR RACE? (Please check up to five racial categories.)

The above part of the question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider your race(s) to be.

American Indian or Alaskan Native (100)

(Persons having origins in any of the original people of North, Central or South America)

Chinese (201)

Japanese (202)

Korean (203)

Vietnamese (204)

Asian Indian (205)

Laotian (206)

Cambodian (207)

Hmong (208)

Other Asian (299)

Hawaiian (301)

Guamanian (302)

Samoan (303)

Tahitian (304)

Other Pacific Islander (399)

Filipino/Filipino American (400)

African American or Black (600)

White (700) (Persons having origins in any of the original peoples of Europe, North Africa, Northwestern Asia or the Middle East)

It is the responsibility of the employee to provide a current address. Mailing of pay warrants, reimbursements, legal tax documents, benefits information, notification of entitlement to or loss of benefits, notification or actions or proposed actions affecting employee status or property rights in the employee's position will be mailed to the most current address provided by the employee.

Employee's Signature _____

Date _____