COLORADO COLLEGE

EMPLOYEE DATA SHEET

PLEASE CHECK:
☐ NEW HIRE ☐ NAME CHANGE ☐ ADDRESS CHANGE ☐ OTHER_____

PERSONAL INFORMATION:		
Legal First Name	**Legal Middle Name**	**Legal Last Name**
Preferred First and Last Name *(preferred name will appear in campus communications and online whenever possible, unless legal name must be used)*		
Social Security#: --- ---	**Date of Birth (mm/dd/yyyy):**	**Citizenship Status (check one)** ☐ US Citizen ☐ Permanent Resident ☐ Not a US Citizen
Local Address: **City** **State** **Zip**		
Email Address:	**Marital Status:** ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed ☐ Domestic Partner	
Primary Phone: ☐ Cell **( ) -** ☐ Landline	**Secondary Phone:** ☐ Cell **( ) -** ☐ Landline	

EMERGENCY CONTACT INFORMATION:		
Primary Name:	**Relationship:**	**Phone:**
Address: **City** **State** **Zip**		
Secondary Name:	**Relationship:**	**Phone:**
Address: **City** **State** **Zip**		

EMPLOYMENT INFORMATION:		
Position Title:	**Supervisor:**	**Date of Employment:**
Department:	**Office Location:**	**Campus Extension:**

X_____ _____

Employee Signature Date