University of Washington | Human Resources

### PERSONAL DATA FORM (FOR DEPARTMENTAL USE ONLY)

**For instructions on completing this form in MS Word see:** <http://www.washington.edu/admin/hr/forms/instructions.html>

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| section I – employee information | | | | | | | | | | | | |
| Employee Last Name: | | | First Name: | | | | Middle: | | | EID:     -   - | | |
| Home Department Name: | | | | | | UW Box: | | | | | | |
| Work Phone 1:    -   - | | | Work Phone 2:    -   - | | | | | | | Work County: | | |
| Local Address: | | | | | | | Apt. No., Route, etc: | | | | | |
| City: | | County: | | | | | State: | | | | | ZIP: |
| Permanent Address (if different): | | | | | | | | Apt. No., Route, etc: | | | | |
| City: | | County: | | | | | State: | | | | | ZIP: |
| Home Phone:    -   - | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| section Ii – emergency contact information | | | | | | | | | | | | |
| Emergency Contact Name: | | | | | Day Phone:    -   - | | | | | | Evening Phone:    -   - | |
| Alternate Emergency Phone:    -   - | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| section Iii – education information | | | | | | | | | | | | |
| Educational Level (check one): | | | | | | | | | | | | |
| 01 No Academic Credit | 04 High Sch. Diploma/Eqv. | | | | | 07 Assoc. of Arts | | | | | 10 Professional Degree  (e.g., M.D., D.D.S., J.D.) | |
| 02 Grade School | 05 Trade Sch. Certificate | | | | | 08 B.A./B.S. | | | | | 11 Ph.D. | |
| 03 Some High School | 06 Some College | | | | | 09 M.A./M.S. | | | | | 12 Other Degree  (e.g., Dr. of Education,  Dr. of Science) | |
|  | | | | | | | | | | | | |
| section iv – campus address listing information | | | | | | | | | | | | |
| Name (as it should appear in the Faculty/Staff Directory): | | | | | |  | | | | | | |
| Title: | | | | | | Alternate Title: | | | | | | |
| Department: | | | | | | Alternate Department: | | | | | | |
| Address: | | | | | | Alternate Address: | | | | | | |
| Voice Mail:     -   - | | | | TDD:     -   - | | | | | FAX:     -   - | | | |
| Email: | | | | | | Alternate Email: | | | | | | |
| Directory Address (check one):  Campus  Email  Home  Unlisted | | | | | | | | | | | | |

**Distribution**: Retained by employer and available for departmental audit.