

The information collected on the UHCL Employee Data Sheet is used for creating the employee record in PeopleSoft. The Office of Human Resources is required by law to protect the privacy of your information and may not use the protected information for any purposes other than what is stated herein without your written permission.

Note: Please complete the Dual Employment form if you are currently employed by another State of Texas agency.

Hiring Department: _____ **Type of Employment:** **Student Worker**

Are you a current /former UHS employee or student? _____ If yes, provide Employee/Student ID Number: _____

Please indicate your student status:

EMPLOYEE INFORMATION **Prefix:** _____ **Gender:** _____ **Marital Status:** _____

Full Legal Name (Must match Social Security Card)	
Social Security Number (xxx-xx-xxxx)	
Date of Birth (mm/dd/yyyy)	
Street Address (Must be local Texas address)	
City, State, Zip Code	
County	
Preferred Phone Number (xxx-xxx-xxxx)	
Email Address	

DEMOGRAPHICS

Are you Hispanic or Latino? _____ What is your primary race/ethnicity? _____

Citizenship Status: _____ Education Level (Highest): _____

US Veteran Status _____ Protected Veteran Status _____

Discharge Date: (mm/dd/yyyy) _____

DISABILITY STATUS

Please select an applicable status: _____

If applicable, please indicate the type of accommodation required: _____

PUBLIC ACCESS AUTHORIZATION

If you do not want the University to make your home address, home telephone number, social security number or family member information available to the public, you must notify the University in writing. Once this written notification is received, it will remain in effect until you provide written notice that you wish to reverse your decision. If an employee fails to declare this information as confidential, the information will be subject to public access. This information will be used by the University, however, for official business purposes including mailing correspondence and informational materials to your home address.

PLEASE CHECK ONLY ONE: IF YOU CHECK MORE THAN ONE OR NONE, THE INFORMATION WILL BE SUBJECT TO PUBLIC ACCESS.

- PUBLIC ACCESS** **Disclose home address, telephone number, and family information.**
- NO PUBLIC ACCESS** **Conceal home address, telephone number, and family information.**

SELECTIVE SERVICE REGISTRATION

Under federal law, an agency in any branch of state government hiring a person as an employee requires a person residing in the United States to register with the selective service system if the person is of the required age and gender. Unless the person presents proof of the person's registration with the selective service system, or proof of the person's exemption from registration with the selective service system.

I am required by law to be registered with the selective service system.

If yes, please complete the information below.

Acknowledgement Card #	
Eligible Date:	
Expiration Date:	

If no, please indicate your exemption reason:

I certify the above information is true and correct to the best of my knowledge. I acknowledge I have read the Board of Regents policies concerning my employment with the University of Houston-Clear Lake and the State of Texas. I understand that before performing any work, I must complete and sign the INS Form I-9 in the Office of Human Resources, Suite 2537 in the Bayou Building.

University of Houston System policy (A.M. 02.A.34) defines student employees as individuals whose association with the university is for the primary purpose of furthering a formal education at either the undergraduate or graduate level. UH System policy permits the employment of such student at 50% FTE (20 hours per week) or less during regular academic sessions and up to 100% FTE (40 hours per week) during breaks between academic semesters. I agree to notify the supervisor of my student employee position immediately if my status changes and I understand that a change in my student status may be grounds for termination of my student employment.

Employee Signature

Date