McNeese State University
4205 Ryan Street
Lake Charles, LA 70609

EMPLOYEE INFORMATION FORM

McNeese State University assures equal opportunity for all qualified persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disabilities, marital status, or veteran's status.

Complete in detail. Return with hiring notice or Letter of Offer.

1. Name: (Print) Last _____ First _____ Middle _____ Social Security Number _____

2. Address (Current): Number _____ Street _____ City _____ State _____ Zip Code _____

Home Telephone ( ) - Business Telephone ( ) -

3. Date of Birth: / /

4. Sex: ☐ Male ☐ Female

5. Are you a U.S. Citizen? *Check One*

☐ Yes, **U.S. Citizen**

☐ No, **Resident Alien**

☐ No, **Non-Resident Alien**

If not U.S. Citizen, country of citizenship _____

Also, country of residence if different _____

6. *Ethnic Origin:* There are two categories of federal reporting requirements on ethnicity.

Are you Hispanic or Latino? *Check One*

☐	Yes, **Hispanic or Latino** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
☐	No, **Non-Hispanic or Non-Latino**

7. *Race Categories:* There are five categories of federal reporting for race.

☐	**American Indian or Alaska Native** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation orcommunity attachment.
☐	**Asian** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
☐	**Black or African American** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
☐	**Native Hawaiian or Other Pacific Islander** A person having origins in any of the original peoples of Hawaii,Guam, Samoa, or other Pacific Islands. (The term “Native Hawaiian” does not include individuals who are native to the State of Hawaii by virtue of being born there.) Includes the following Pacific Islander groups: Carolinian, Fijian, Kosraean, Melanesian, Micronesian, Northern Mariana Islander, Palauan, Papua New Guinean, Ponapean (Pohnpelan), Polynesian, Solomon Islander, Tahitian, Tarawa Islander, Tokelauan, Tongan, Trukese (Chuukese), and Yapese.
☐	**White** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
☐	**Other** *If you check other, also indicate race on following line:*
	Race _____

8. Previously employed by the State of Louisiana? ◯ **Yes** ◯ **No**

If yes, total months employed _____ Identify last employing agency _____

9. Are you a veteran? ◯ **Yes** ◯ **No**

If yes, please check one of the following:

- ☐ Special Disabled Veteran
- ☐ Vietnam-era Veteran
- ☐ Other Eligible Veteran

10. Position applied for: _____

Department: _____ **College:** _____

11. Are you related to any person who has an employment relationship with the University? ◯ **Yes** ◯ **No**

If "Yes", please list ALL names, departments, and relationships. NOTE: Employment relationships with the University can be paid or unpaid, full time, part time, permanent, temporary, or as a student employee. Use additional paper if you need more space.

Name: _____ **Department:** _____

Name: _____ **Department:** _____

Name: _____ **Department:** _____

Name: _____ **Department:** _____

12. How did you find out about this employment opportunity?

- ☐ McNeese State University Website
- ☐ HigherEdJobs.com
- ☐ Newspaper (Specify.) _____
- ☐ Other (Specify.) _____

EDUCATION

Check the block for the highest level of education you have completed: *Check One*

- ☐ Less that 8th grade
- ☐ Completed 8th grade
- ☐ Attended high school
- ☐ High school graduate or equivalent
- ☐ Trade Schools and/or Professional Certifications
- ☐ Attended college and/or associate degree
- ☐ College graduate
- ☐ Attended graduate school
- ☐ Master's degree
- ☐ Graduate study beyond master's requirements
- ☐ Ph.D. or professional degree

List degree, date awarded, major, and institution for any degree(s) earned:

Degree	Date Awarded	Major	Institution

TEACHING EXPERIENCE

FULL-TIME:

Position Held	Dates of Service	Institution

PART-TIME:

Position Held	Dates of Service	Institution

NON-TEACHING EXPERIENCE

FULL-TIME:

Position Held	Dates of Service	Institution

PART-TIME:

Position Held	Dates of Service	Institution

EMERGENCY CONTACT INFORMATION

Name: _____ **Relationship:** _____

Address: _____ **Telephone Number:** _____

CLASSIFIED employees **MUST SEND** the Employee Information Form to Human Resources, Box 91615, MSU, Lake Charles Louisiana 70609.

UNCLASSIFIED employees **MUST SEND** three letters of recommendation, an official transcript(s) of all college credit, and the Employee Information Form to the Vice President for Academic Affairs, MSU, Box 93220, Lake Charles, Louisiana 70609.

VISITING LECTURERS (VL) MUST SEND an official transcript(s) of all college credit and the Employee Information Form to Academic Affairs, MSU, Box 93220, Lake Charles, Louisiana 70609.

GRADUATE ASSISTANTS (GA) MUST SEND an official transcript(s) of all college credit and the Employee Information Form to Academic Affairs, MSU, Box 93220, Lake Charles, Louisiana 70609.

Employees may be terminated if documentation necessary to complete the personnel file is not received.
Any falsification of information or failure to provide essential information will be cause for disqualification or dismissal.

Signature: _____ **Date:** _____

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