

# Southeastern Oklahoma State University - DATA SHEET

Should any data on this form change, please notify Human Resources at 580-745-2162  
Omit any information that you feel invades your privacy.

Name as shown on Social Security card		
Last	First	Middle
Mailing Address:		
City, State, Zip		
Home Phone:	Cell Phone:	
Date of Birth	Gender:	Email:

Emergency Contact:		
Mailing Address:		
City, State, Zip:		
Relationship to you:	Day Phone:	Night Phone:

Category - Choose only One *(Example: if race/ethnicity is both American Indian and White, choose #7, Two or more races)*

	U.S. Citizen	Non-U.S Citizen
<b>1 - American Indian or Alaskan Native</b> (not Hispanic or Latino)	_____	_____
<b>2 - Asian</b> (not Hispanic or Latino)	_____	_____
<b>3 - Black or African American</b> (not Hispanic or Latino)	_____	_____
<b>4 - Hispanic of any race</b> (includes Latino)	_____	_____
<b>5 - Native Hawaiian or Other Pacific Islander</b> (not Hispanic or Latino)	_____	_____
<b>6 - White</b> (not Hispanic or Latino)	_____	_____
<b>7 - Two or more races</b> (not Hispanic or Latino)	_____	_____

Date Hired:	Position/Title:
Relatives Employed by SE and Relationship to You:	
<i>Note: Please review the Regional University System of Oklahoma (RUSO) policy on Nepotism, Section 5.12 for compliance.</i>	

<b>Disability Information:</b>
Do you wish to declare yourself as qualifying for reasonable accommodations as provided for by the Americans with Disabilities Act?
_____ Yes      _____ No
If Yes, what accommodations, if any, would assist in performing your job duties at SE?

**Education**

Name of High School

Location

Date of Graduation

College/University

Dates Attended

Degree, if applicable  
(All transcripts are on file in Human Resources)

Professional Certificates / Licensure:

**Veteran Information**Do you qualify as a Vietnam Era Veteran?  Yes  No

(Any veteran of the armed services who served on active duty for a least 181 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged honorably or released sooner because of a service-related disability.)

Are you considered a disabled veteran by the U.S. Veterans Administration?  Yes  No

(Any person entitled to compensation by the Veterans Administration for a disability rated at 30 percent or more, or who was discharged or released from active duty by reason of service-connected disability.)

Do you qualify as an Other Protected Veteran?  Yes  No

(Any other veteran who served on active duty in the US military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, other than special disabled veterans or veterans of the Vietnam era.)

Do you qualify as a Veteran (other than the categories identified above)?  Yes  No

If you completed an application form, Human Resources already has the following information on file; however, if you did not complete a Southeastern application form (perhaps you applied by submitting a resume) please complete the following:

Are you legally entitled to work in the United States?  Yes  NoAre you at least 18 years of age?  Yes  NoHave you ever pled no contest, nolo contendere, guilty, made an Alford plea, been placed on probation (supervised or unsupervised), or found guilty of a crime other than a minor traffic violation?  Yes  No

If yes, please explain:

A conviction record in and of itself will not necessarily bar an applicant from employment.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date