



Division of Human Resources
DATA SHEET FOR NEW EMPLOYEES

Date: _____

Name: _____
Last First Middle Initial Maiden

School / Department: _____

Job Title or Assignment: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Social Security No.: _____
(include Area Code)

Birthdate: _____ Citizenship: _____
(Country)

Sex: [] Male [] Female Marital Status: [] Single [] Married

Person(s) to notify in case of emergency:

Table with 3 columns: Name, Address, Phone No. (two rows)

Information below to be completed by Instructional employees

EDUCATION AND EXPERIENCE

Table with 3 columns: Major, College/University, Year Received (rows for Bachelors, Masters, Specialist, Doctorate)

Total years of teaching experience: _____

Total years of teaching experience in Alachua County: _____

Florida Teaching Certificate: [] Yes [] No

Florida Statement of Eligibility: [] Yes [] No