



**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:

<i>Name</i>	<i>Address</i>	<i>Phone No.</i>
_____	_____	_____
_____	_____	_____

**Information below to be completed by Instructional employees**

**EDUCATION AND EXPERIENCE**

	<u>Major</u>	<u>College/University</u>	<u>Year Received</u>
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