

## Employee Data Sheet

The following information is needed to ensure you are placed in CORE-CT, the State's personnel management system.

### Personal Information

**Full Legal Name:** \_\_\_\_\_

**Prefix:** (  ) Ms. (  ) Mrs. (  ) Mr. (  ) Dr. (  ) Other: \_\_\_\_\_

**Suffix:** (  ) CPA (  ) Esq. (  ) II (  ) III (  ) Jr. (  ) Sr. (  ) Other: \_\_\_\_\_

**Home Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Personal Email Address:** \_\_\_\_\_

**Citizenship:** (  ) U.S. Citizen (  ) Non-Citizen **Social Security Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Gender:** (  ) Male (  ) Female

*\*This field must be populated in order for the benefits administration process to determine appropriate eligibility for benefits in CORE-CT.*

**Marital Status:** (  ) Married (  ) Single (  ) Divorced (  ) Legally Separated (  ) Widowed (  ) Other

**Ethnicity:** (  ) Asian/Pacific Islander (  ) Black/African American (  ) Hispanic (  ) Native American

(  ) White (  ) Other (  ) Unknown

**Are you a Veteran?** (  ) Yes (  ) No

**Have you worked for the State of CT before as a state employee?** (  ) Yes (  ) No

*If yes, where?* \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

### Education

**Highest Education Level:** \_\_\_\_\_

**Institution where the highest degree was earned:** \_\_\_\_\_

### Emergency Contact Information

**Primary Contact Name:** \_\_\_\_\_ **Secondary Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

*\*If your preferred name or pronouns are different than your gender designation in CORE-CT, please speak with your HR Representative. They can ensure that your preferred name and pronouns are used in campus specific databases.*