

## 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.*