

# Personnel Information Sheet

Fisher-Bennett Hall Business Administration Services (FBHBAS)  
121 Fisher-Bennett Hall/6273

Social Security Number: \_\_\_\_\_

Name: First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last: \_\_\_\_\_

Name Suffix: \_\_\_\_\_ Name Prefix: \_\_\_\_\_

## Current Address: (Cannot be an office address)

Street/Apartment: \_\_\_\_\_

Street 2: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Your e-mail address : \_\_\_\_\_

## Permanent Address (Domicile): (Cannot be an office address)

Street/Apartment: \_\_\_\_\_

Street 2: \_\_\_\_\_

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

Country: \_\_\_\_\_ (Leave blank if USA)

Office Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Mail Code: \_\_\_\_\_

## Emergency Contact Information:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone where this person can be reached while you are at work:

## Background Information:

Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Educational Level: \_\_\_\_\_ Year received: \_\_\_\_\_

- B - No academic credentials.
- C - High School Diploma or equivalent.
- D - Trade Certificate.
- E - Some College.
- F - Associate Degree.
- G - Bachelor's Degree.
- H - Master's Degree.
- I - Medical Doctorate (M.D., D.D.S., D.V.M., V.M.D.).
- J - Other Doctorate (Dr. of Educ., Dr. of Sci., LL.D.).
- K - Doctor of Philosophy (Ph.D.).

Have you ever worked for the University? Yes / NO

Are you currently employed at the University? Yes / NO If yes, number of jobs held \_\_\_\_\_

Name of Dept(s) \_\_\_\_\_ Supervisor's Name/Number \_\_\_\_\_

Are you currently enrolled in classes at the University of Pennsylvania? Yes / NO

Citizen of the United States? Yes / NO Ethnicity: \_\_\_\_\_

Visa: \_\_\_\_\_ Country: \_\_\_\_\_ Visa Expiration Date: \_\_\_\_\_