# EMPLOYEE INFORMATION FORM

(Please print legibly and provide all information requested)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name**:  **Last First MI**  **SSN:** -- -- **Employee Identification #** (if available)  *Your Social Security Number is required for tax withholding and federal reporting requirements. If you do not have a valid SSN, you must apply for one at a Social Security Administration.* | | | |
| **☐ Male**  **☐ Female**  **☐ Married**  **☐ Single** | **Date of Birth:**  (mm/dd/yyyy)  \_\_/ \_\_ \_\_/ | **Highest Level of Education Completed:**  ☐ Not a High School Graduate ☐ GED ☐ High School Graduate College: ☐ Freshman ☐ Sophomore ☐ Junior  ☐ Senior ☐ Graduate ☐ Post Graduate  Highest degree earned: Year earned: | |
| **Email address**  Permanent Street Address  City State Zip Code  Home phone: ( ) Spouse’s Name:  Spouse’s Work Phone: ( \_\_) | | | Person to notify in emergency:  First Name Last Name Phone Address  *(If your emergency information changes, notify Human Resources, Employee Records in writing)* |
| Are you currently participating in State , Regional, or Local retirement system with another employer?  ☐ Yes ☐ No If yes, please provide employer name:  If yes, please provide retirement system name:  Original Hire Date with the Town of Uxbridge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rehire Date (*If Applicable*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Are you a: ☐ US Citizen ☐ Permanent Resident  ☐ Non-Resident with Temporary Visa: Visa Classification Expiration Date: | | | |
| Do your job duties require you to drive a Town vehicle or to use your own vehicle to conduct  Town business? ☐ Yes ☐ No | | | |
| Are you subject to child support withholding? ☐Yes ☐No | | | |

# Employee Signature:

**Date:**

My signature affirms that all the information on this employee information form is accurate to the best of my knowledge and I understand the requirements of the Child Support Wage Withholding statute .

# VOLUNTARY SELF-IDENTIFICATION SHEET

**Race/Ethnicity and Sex**

(Revised 12/99)

It is the policy of The Town of Uxbridge to provide equal employment opportunity without regard to race, color, religion, sex, national origin, age, disability, veteran's status, or sexual orientation. The Town seeks and employs the most highly qualified personnel at all locations and facilities. The Town requests your assistance in meeting Federal regulations by providing self-identification information.

As a matter of Town policy as well as applicable law, we are required to keep records and perform certain analyses of our employee workforce by race, ethnicity, and sex. Since such analyses are only possible if we know the profile of employees, we are using this means to ask you to voluntarily complete this survey and return it to us promptly. We appreciate that some individuals will find this request intrusive, and we regret this. However, please be advised that we are required by the government to keep such records and perform such analyses. Your cooperation will allow us to be accurate.

The categories listed below are those used by the U.S. Bureau of Census and the Department of Labor and are the only options currently available for federal reporting purposes. These categories do not accommodate persons with a diverse ethnic background, so we ask that you choose only one.

# Sex Identification (Title 41, Part 60 of the Code of Federal Regulations)

Female Male

# Race/Ethnic Identification (Title 41, Part 60 of the Code of Federal Regulations)

Please identify yourself in one of the following five categories:

**American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or has community recognition.

**African American/Black (not of Hispanic Origin):** A person having origins in any of the Black racial groups of Africa.

**Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

**White (not of Hispanic Origin):** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Asian American/Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa; and, on the Indian subcontinent, includes India, Pakistan, Bangladesh, Nepal, Sri Lanka, Sikkim, and Bhutan.

Employee Name (Please Print) Employee Signature Date

Title Department

# SELF-IDENTIFICATION SHEET

**Veteran Status and Disability**

(Revised 12/99)

It is the policy of The Town of Uxbridge to provide equal employment opportunity without regard to race, color, religion, sex, national origin, age, disability, veteran's status, or sexual orientation. The Town seeks and employs the most highly qualified personnel at all locations and facilities. To achieve this, the Town administers all personnel actions without regard to disability or veteran status, and it bases all employment decisions on valid job requirements.

You may self-identify at this time or at any time in the future if you believe that you might be covered by the Rehabilitation Act of 1973 (Rehab Act), the Americans with Disabilities Act (ADA) or the Vietnam Era Veterans’ Readjustment Assistance Act of 1974 (VEVRAA), as amended. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. Information you submit will be kept confidential, except as specifically provided for by law, and used in a manner consistent with law.

Section 503 of the Rehab Act, the ADA, and the VEVRAA, as amended, prohibit job discrimination because of a disability and veteran’s status, and require affirmative action to employ and advance in employment qualified individuals with disabilities who, with or without reasonable accommodation, can perform the essential functions of a job, and qualified Vietnam era veterans, special disabled veterans, and other eligible veterans.

**Veteran Status** (41 CFR 60-250.42**)**

Please check any of the following categories that apply to you:

☐ **Special Disabled Veteran:** “(A) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans’ Affairs for a disability

1. rated at 30 percent or more, or (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under

Section 3106 of Title 38, U.S.C. to have a serious employment handicap; or (B) a person who was discharged or released from active duty because of a service-connected disability.”

☐ **Veteran of the Vietnam-era:** “A person who (A) served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases; or (B) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases.”

☐ **Other Veterans: “**(A) A veteran with active duty service at any point between December 7, 1941 and April 28, 1952; or (B) a veteran who served on active duty in a campaign or expedition for which a campaign badge has been authorized. The campaigns or expeditions that meet this criterion as of August 31, 1999 are identified on the back of this sheet. A veteran qualifies under this criterion ONLY based upon military service IN the identified campaign or expedition and NOT simply based on any military service during the time of the campaign or expedition. The campaign badges, service medals, and expeditionary medals that qualify under this criterion will be listed on the veteran’s “Armed Forces of the

U.S. Report of Transfer or Discharge,” also known as the “DD-214 Form.’”

**CAMPAIGN/EXPEDITION DATES ORGANIZATIONS PARTICIPATING**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | START | END | ARMY | NAVY | AIR  FORCE | MARINE  CORP | COAST  GUARD |
| Campaign or Service Medals  American Defense Service | 09/08/39 | 12/07/41 | X | X | -- | X | X |
| Army Occupation of Austria | 05/09/45 | 07/27/55 | X | -- | X | -- | -- |
| Army Occupation of Berlin | 05/09/45 | 10/02/90 | X | X | X | X | X |
| Army Occupation of Germany | 05/09/45 | 05/05/55 | X | X | X | -- | X |
| Army Occupation of Japan | 09/03/45 | 04/27/52 | X | X | X | X | X |
| China Service | 07/07/37 | 09/07/39 | -- | X | -- | X | -- |
| China Service Medal (Extended) | 09/02/45 | 04/01/57 | -- | X | -- | -- | -- |
| Korean Service | 06/27/50 | 07/27/54 | X | X | X | X | X |
| Navy Occupation of Trieste | 05/09/45 | 10/25/54 | -- | X | -- | X | X |
| Navy Occupation of Austria | 05/08/45 | 10/25/55 | -- | X | -- | -- | -- |
| Navy Occupation of Berlin | 05/08/45 | 10/02/90 | -- | X | -- | X | -- |
| Navy Units of the Sixth Fleet | 05/09/45 | 10/25/55 | -- | X | -- | -- | -- |
| SW Asia Service Medal  (Desert Shield Storm)  Vietnam Service Medal (VSM) | 08/02/90  07/04/65 | 11/02/95  03/28/73 | X  X | X  X | X  X | X  X | X  X |
| Armed Forces Expeditionary Medal (AFEM) |  |  |  |  |  |  |  |
| Berlin | 08/14/61 | 06/01/63 | X | X | X | X | X |
| Bosnia and Herzegovina  (Joint Endeavor) | 11/20/95 | 12/20/96 | X | X | X | X | X |
| Bosnia and Herzegovina (Joint Guard) | 12/20/96 | Present | X | X | X | X | X |
| Cambodia | 03/29/73 | 08/15/73 | X | X | X | X | X |
| Cambodia Evacuation (Eagle Pull) | 04/11/75 | 04/13/75 | X | X | X | X | X |
| Congo | 07/14/60 | 09/01/62 | X | X | X | X | X |
| Congo | 11/23/64 | 11/27/64 | X | X | X | X | X |
| Cuba | 10/24/62 | 06/01/63 | X | X | X | X | X |
| Dominican Republic | 04/28/65 | 09/21/66 | X | X | X | X | X |
| El Salvador | 01/01/81 | 02/01/92 | X | X | X | X | X |
| Grenada (Urgent Fury) | 10/23/83 | 11/21/83 | X | X | X | X | X |
| Haiti (Uphold Democracy) | 09/16/94 | 03/31/95 | X | X | X | X | X |
| Iraq (Northern Watch) | 01/01/97 | Present | X | X | X | X | X |
| Korea | 10/01/66 | 06/30/74 | X | X | X | X | X |
| Laos | 04/19/61 | 10/07/62 | X | X | X | X | X |
| Lebanon | 07/01/58 | 11/01/58 | X | X | X | X | X |
| Lebanon | 06/01/83 | 12/01/87 | X | X | X | X | X |
| Libyan Area (Eldorado Canyon) | 04/12/86 | 04/17/86 | X | X | X | X | X |
| Mayaquez Operation | 05/15/75 | 05/15/75 | X | X | X | X | X |
| Panama (Just Cause) | 12/20/89 | 01/31/90 | X | X | X | X | X |
| Persian Gulf (Earnest Will) | 07/24/87 | 08/01/90 | X | X | X | X | X |
| Persian Gulf | 08/02/90 | 01/02/92 | X | X | X | X | X |
| Persian Gulf (Southern Watch) | 12/01/95 | Present | X | X | X | X | X |
| Persian Gulf (Vigilant Sentinel) | 12/01/95 | 02/15/97 | X | X | X | X | X |
| Persian Gulf Interception  Operation  Quemoy and Matsu Islands | 12/01/95  08/23/58 | Present  06/01/63 | X  X | X  X | X  X | X  X | X  X |
| Somalia (Restore Hope) | 12/05/92 | 03/31/95 | X | X | X | X | X |
| Taiwan Straits | 08/23/58 | 01/01/59 | X | X | X | X | X |
| Thailand | 05/16/62 | 08/10/62 | X | X | X | X | X |
| Vietnam and Thailand | 07/01/58 | 07/03/65 | X | X | X | X | X |
| Vietnam Evacuation | 04/29/75 | 04/30/75 | X | X | X | X | X |
| Navy Expeditionary Medal and Marine |  |  |  |  |  |  |  |
| Corp Expeditionary Medal  Cuba | 01/03/61 | 10/23/62 | -- | X | -- | X | -- |
| Indian Ocean/Iran | 11/21/79 | 10/20/81 | -- | X | -- | X | -- |
| Iranian/Yemen/Indian Ocean | 12/08/78 | 06/06/79 | -- | X | -- | X | -- |
| Lebanon | 08/20/82 | 05/31/83 | -- | X | -- | X | -- |
| Liberia (Sharp Edge) | 08/05/90 | 02/21/91 | -- | X | -- | X | -- |
| Libyan Area | 01/20/86 | 06/27/86 | -- | X | -- | X | -- |
| Panama | 04/01/80 | 12/19/86 | -- | X | -- | X | -- |
| Panama | 02/01/90 | 06/13/90 | -- | X | -- | X | -- |
| Persian Gulf | 02/01/87 | 07/23/87 | -- | X | -- | X | -- |
| Rwanda (Distant Runner) | 04/07/94 | 04/18/94 | -- | X | -- | X | -- |
| Thailand | 05/16/62 | 08/10/62 | -- | X | -- | X | -- |