

University of Arkansas – Personnel Data Form

It is the policy of the University of Arkansas, Fayetteville to provide equal employment opportunity to all qualified persons; to prohibit discrimination against any employee or applicant for employment because of race, ethnicity, religion, sex, age, national origin, sexual orientation, marital or parental status, veteran's status, disability or genetic information and to promote the full realization of equal employment opportunity through a positive, continuing program of affirmative action.

We are required, as a government contractor, to keep records and perform certain analyses of our employee workforce. Since such analyses are only possible if we know the profile of employees, **we are asking you to voluntarily complete this form.** The Office of Equal Opportunity and Compliance will only use the following self-identification information for official purposes: race, ethnicity, veteran status, disability and gender. If you have any questions, please contact the Office of Equal Opportunity and Compliance at (479) 575-4019 or [oeoc@uark.edu](mailto:oeoc@uark.edu). Your cooperation is appreciated.

Last Name:	First Name:	MI:
UA or Emp ID:	Date of Birth:	
Hiring Dept:	Gender:	Male      Female
Work Phone:	Home Phone:	

*Racial/ethnic Origin (See Back of this form for definitions of each category)*

<b>Please indicate if you are:</b>	
Hispanic or Latino	
<b>Please select one or more of the following as applicable:</b>	
American Indian or Alaskan Native	Native Hawaiian or Other Pacific Islander
Asian	White
Black or African American	

*Veteran Status (See Back of this form for definitions of each category)*

Disabled	Armed Forces Service Medal	Other Protected	Recently Separated
Date of separation of active duty:			

*ADAAA Accommodations (See Back of this form for definitions of each category)*

Are you disabled?	Yes    No	Do you require an accommodation(s)?	Yes    No
Contact the Office of Equal Opportunity and Compliance for additional information: (479) 575-4019			

*Highest Level of Education Completed*

Not a High School graduate	Associates Degree	Master's Degree	Ph. D.	J. D.
High School graduate/GED	Bachelor's Degree	Ed.S.	Ed. D.	Other:

*Highest Degree earned (Additional degrees may be listed on the back of this form)*

Degree type (e.g. AA, BA, BS, MA, Ph.D...):	Major field of study:
Institution granting degree:	
City/State of institution:	Date received (MM/DD/YYYY):

*Emergency contact information*

Name:	Relationship:
Phone Number(s):	
Street Address:	City, State, Zip:
This information will not be published and will be used only in case of an actual emergency. If your emergency notification information changes, inform your department in writing of the change.	

*Credit for prior State Service*

Please list prior service with any state agency or higher education institution within the State of Arkansas (periods of employment at Arkansas public schools, graduate assistantships, temporary, hourly, or period of leave without pay cannot be applied to prior service)			
Start Date	End Date	Position Title	Agency/Institution

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Additional degree earned (Optional)*

Degree type (e.g. AA, BA, BS, MA, Ph.D...):	Major field of study:
Institution granting degree:	
City/State of institution:	Date received (MM/DD/YYYY):

Degree type (e.g. AA, BA, BS, MA, Ph.D...):	Major field of study:
Institution granting degree:	
City/State of institution:	Date received (MM/DD/YYYY):

Degree type (e.g. AA, BA, BS, MA, Ph.D...):	Major field of study:
Institution granting degree:	
City/State of institution:	Date received (MM/DD/YYYY):

Degree type (e.g. AA, BA, BS, MA, Ph.D...):	Major field of study:
Institution granting degree:	
City/State of institution:	Date received (MM/DD/YYYY):

Degree type (e.g. AA, BA, BS, MA, Ph.D...):	Major field of study:
Institution granting degree:	
City/State of institution:	Date received (MM/DD/YYYY):

*Racial/Ethnic Identification (Title 41, Part 60 of the Code of Federal Regulations)*

Please identify yourself in one of the following six categories:

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

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

**Black or African American:** A person having origins in any of the Black racial groups of Africa.

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

**Native Hawaiian or Other Pacific Islander:** People having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**White:** A person having origins in any of the original people of Europe, North Africa, or the Middle East.

*Veteran Status (41 CFR 60-250.42)*

**Disabled Veteran** means (i) a veteran of the U.S. military, ground, naval or air service 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 Secretary of Veterans Affairs, or (ii) a person who was discharged or released from active duty because of a service-connected disability.

**Other Protected Veteran** means a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized. For those with Internet access, the information required to make this determination is available at <http://www.opm.gov/staffingportal/vgmedal2.asp>.

**Armed Forces Service Medal Veteran** means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 Fed. Reg. 1209) at <http://www.opm.gov/staffingportal/vgmedal2.asp>.

**Recently Separated Veteran** means a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air.

*Disability (41 CFR 60-741.24)*

An individual with a disability is a person who has a physical or mental impairment that substantially limits one or more of such person's major life activities. If you need information regarding reasonable accommodation, please contact the Office of Equal Opportunity and Compliance, (479) 575-4019.