EMPLOYMENT WORKSHEET
BUSINESS OPERATIONS

Section A – Personal Data

OSU ID:		
Last Name:		
First Name:	Middle Name:	
Prefix: □ Dr. □ Mrs. □ Miss □ Ms. □ Mr. □ Rev.	Suffix (if applicable):	Marital Status: □ Single □ Married □ Widowed □ Divorced □ Common-Law □ Head of Household

Home Address:

Address:			
City:	State:	Zip Code:	County:
Country:			

Phone: (Please check preferred) □ □ □

Home Phone:	Cellular Phone:	Pager:

Personal Profile:

Gender: □ Female □ Male	Highest Education Level:

Eligibility/Identity

Self-ID Status (check all that apply): □ Vietnam Veteran □ Disabled Veteran □ Other Veteran □ Disabled	U.S. Military Status (check one): □ Active Reserve □ No Military Service □ Retired □ Inactive Reserve □ Vietnam Veteran □ National Guard □ Other Veteran
Is this status being voluntarily self-identified for Affirmative Action purposes? □ Yes □ No	

As a government contractor, The Ohio State University is subject to Section 402 of the Vietnam-era Veterans Readjustment Assistance Act of 1974 and Section 503 of the Rehabilitation Act of 1973. These regulations require the University to take affirmative action to employ the advance in employment Vietnam-era veterans, disabled veterans and individuals with disabilities. If you are a Vietnam-era Veteran, Disabled Veteran or and Individual with a Disability and would like to be considered under the University's affirmative action programs, please complete this information. Submission of this information is voluntary and will be used only in accordance with the Act.

Citizenship

U.S. Citizenship Status:
□ Native □ Naturalized □ Alien Permanent □ Alien Temporary

Section C – Emergency Contact Information

Contact Address/Phone

Contact Name:		Relationship:	
Address			
City:	County:	State:	Zip:
Home Telephone: ( ) -		Work Telephone: ( ) -	
Cellular Telephone: ( ) -		Other Telephone: ( ) -	

Contact Name:		Relationship:	
Address			
City:	County:	State:	Zip:
Home Telephone: ( ) -		Work Telephone: ( ) -	
Cellular Telephone: ( ) -		Other Telephone: ( ) -	

Please print, fill out and return to:
Business Operations
HR Department
105 Stores and Receiving Building
2650 Kenny Rd.
Columbus, OH 43210-1060