

UNIVERSITY OF PENNSYLVANIA

School of Arts and Sciences

Logan Hall Business Administrative Services

Williams Hall Business Administration Services

PERSONNEL INFORMATION FORM

Department: _____

THE UNIVERSITY REQUIRES NEW EMPLOYEES TO COMPLETE AN EMPLOYMENT ELIGIBILITY VERIFICATION FORM (I-9) WITHIN 72 HOURS OF EMPLOYMENT.

Name: _____ SS#: _____

Local Address: _____ Birth Date: _____
: _____
Street Apt. No.

_____ Telephone: _____
City State ZIP

Permanent Address: _____ Telephone: _____
Street Apt. No.

City State/Prov. ZIP/Postal Code Country

Mail tax forms and tuition bills to local address or permanent address.

Your E-mail address: _____

Marital Status (S,M,W,D): _____

Highest Degree Attained: _____ Year Attained: _____

Visa Status (if applicable)

Country of Citizenship: _____ Visa Type: _____ Visa Expiration Date: _____

Emergency Contact

Name: _____ Relationship: _____

Telephone: _____

Address: _____
Street Apt. No.

City State/Prov. ZIP/Postal Code Country

A SUGGESTION: Please consider the option of direct deposit. Since we will normally not mail checks to you, it will be more convenient for you to be on direct deposit.