Hampshire College Personal Data Form

Name and Address* Information – PLEASE PRINT CLEARLY

Name:_____ (_____) _____ - _____
Last First M.I. Home Telephone

Address:_____
Street City State Zip

_____ - _____ - _____ Birth Date ____/____/____ Gender ____
Social Security Number

Emergency Information*

Name of individual to notify in case of emergency:

_____ _____
Emergency Name/Relationship (please print) Telephone Number

You can make future updates to the above information (address, directory, emergency contact) on TheHub under the Employee Menu

Ethnic Data

Hampshire College is periodically required to respond to surveys conducted by government agencies regarding the number of employees in ethnic and racial categories established by the federal government. Please answer both questions below:

1. **Are you Hispanic or Latino?** ***(choose only one)***

- ❑ No, **I am not Hispanic or Latino**
- ❑ Yes, **I am Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.)

2. **What is your race? (*choose one or more*)**

- ❑ **American Indian or Alaska Native** - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ❑ **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- ❑ **Black or African American** - A person having origins in any of the Black racial groups of Africa.
- ❑ **Native Hawaiian or Other Pacific Islander** - A person 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 peoples of Europe, the Middle East, or North Africa.
- ❑ **Two or More Races -** All persons who identify with more than one of the above five *races*.

please complete reverse side ➪

Other Information

Have you ever been employed at Hampshire College? (including student employment): ☐ Yes ☐ No

Reason for leaving: _____ Dates of employment: _____

Previous Position and Department: _____

Have you ever been a student at Hampshire College? ☐Yes ☐No

If yes, please furnish graduation year: _____

If you answered yes to either question, and your name has changed, please furnish your previous name:

_____

Names of relatives employed by Hampshire College (state relationship):

_____

Please read the following carefully and then sign below:

I certify that, to the best of my knowledge, I have completed this new hire package with information that is true and accurate. I hereby authorize Hampshire College to investigate my past employment, education and activities, and I release from all liability all persons, companies and corporations supplying such information. I understand that false answers, statements or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge or non-hire, regardless of when discovered by Hampshire College.

I understand that, if employed, my employment is at-will. Either Hampshire College or I may terminate this employment relationship at any time, with or without notice, for any reason not prohibited by law, without liability for wages or salary except those earned through the date of termination.

I understand that if I am offered employment by Hampshire College, I will be required to provide evidence of my identity and authorization for employment in the United States at the commencement of my employment.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability. The College uses only permissible means to investigate the truthfulness of statements made by employees and applicants for employment.

In accordance with the Crime Awareness and Campus Security Act of 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is available to all prospective employees. The report provides information on Public Safety Resources, including the procedure for reporting crimes and emergencies. For a copy of the report please contact Human Resources or visiting the Public Safety webpage at https://www.hampshire.edu/campus-police/clery-campus-security-and-fire-report

By signing below, I acknowledge that I have read, understood, and agree to the above statements.

Employee's Signature_____ Date: _____