State Classified
New Hire Form

Biographical Data - To be completed by the employee

Name (Last, First Middle) _____ SSN _____-_____-_____

Sex: ___ M ___ F Disabled: ___ N ___ Y

Ethnic Origin:
___ American Indian or Alaskan Native (Not Hispanic or Latino)
___ Asian (Not Hispanic or Latino)
___ Black or African American (Not Hispanic or Latino)
___ Hispanic or Latino
___ Native Hawaiian/Other Pacific Islander (Not Hispanic or Latino)
___ Two or More Races (Not Hispanic or Latino)
___ White (Not Hispanic of Latino)

Military Status:
___ Disabled Veteran
___ Disabled Vietnam and Other Protected Veteran
___ Newly Separated and Disabled
___ Newly Separated, Disabled and Other Protected
___ Other Protected Disabled Veteran
___ Veteran (not used for legislative reporting)
___ Vietnam Veteran, Newly Separated
___ Vietnam Veteran, Newly Separated and Other Protected
___ Vietnam Veteran, Newly Separated, Disabled, Other Protected
___ Vietnam and Other Protected Veteran
___ Disabled Vietnam Veteran
___ Newly Separated Veteran
___ Newly Separated and Other Protected
___ Not a Veteran
___ Other Protected Veteran
___ Vietnam Veteran
___ Vietnam Veteran, Newly Separated and

Address _____ City _____ State _____
Zip _____ Home phone (_____)_____ Birth date: _____

Emergency contact _____ Phone (____)_____ H/W Relationship _____

Appointment Data - To be completed by the department (Optional)

Visa type _____ Work phone (____)_____
Department_____ Supervisor _____
Hire date_____ PERA entry date _____ Position no. _____ Version _____
Job title _____
Salary _____ Salary basis _____ Work hours _____ per week
(State Classified Hourly or Regular) (0 for an hourly)

Employee group State Classified Employee Qualifier Non-Federal Employment category Regular
Change reason All/New Hire

CSU account number(s)	**Start date**	**Percent**
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

NOTE: Before this new hire can be approved the following forms must be received by the indicated offices.
Human Resources – Records: Academic Faculty/Admin Pro Certification Form, I-9, Oath of Allegiance, and Creative Works Policy forms.
Human Resources – Payroll: The W-4 and Payment Disposition Action (PDA) forms. Revised 2/2007