



# Manhattanville University

## HUMAN RESOURCES / EMPLOYEE PROFILE

### PERSONAL INFORMATION:

**Last Name:**

**First Name:**

**Address:**

**City:**

**State:**

**Zip Code:**

**Date of Birth:**

**Sex:** Male

Female

**Social Security #:**

**Phone #:**

**Job Title:**

**Department:**

### VOLUNTARY INFORMATION:

**Marital Status:** Single

Married

**Name of Spouse:**

### EMERGENCY CONTACTS:

**Day**

**Phone:**

**Name:**

**Relationship:**

**Day**

**Phone:**

**Name:**

**Relationship:**

**Day**

**Phone:**

**Name:**

**Relationship:**

### BUSINESS INFORMATION (To be completed by the University):

**Employee ID:**

**Date of Hire:**

**Full/Part time:**

**Employee Signature:**

**Date:**