



**NORFOLK STATE
UNIVERSITY**

We see the future in you.

OFFICE OF HUMAN RESOURCES

700 Park Ave., HBW Suite 160, Norfolk, Virginia 23504
P: 757-823-8160 | F: 757-823-2805 | nsu.edu

Employee Data Form

Date: _____

Employee ID#: _____

Check all that apply

New Employee Current Employee Address Change Name Change Other _____

NAME: _____
Last First M.I.

PREVIOUS NAME (if change): _____
Last First M.I.

ADDRESS: _____
Street/P.O. Box/Apt/Unit# City, State Zip Code

HOME PHONE: () _____ ALTERNATE PHONE: () _____

EMAIL ADDRESS: _____ @ _____ BIRTH DATE: _____ (MM/DD/YYYY)

MARITAL STATUS: _____ SPOUSE NAME: _____

Emergency Contact Information

FULL NAME: _____
Last First M.I.

ADDRESS: _____
Street/P.O. Box/Apt/Unit# City, State Zip Code

PRIMARY PHONE: () _____ ALTERNATE PHONE: () _____

RELATIONSHIP: _____

HR USE ONLY

POSITION #:	KEYED BY:	DATE KEYED:
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