



Personal Data Sheet

Current Action:	FORM HR96
<input type="checkbox"/> Change of Address * *Note: A change of address can result in a change in local occupational tax	
<input type="checkbox"/> Change of Name <input type="checkbox"/> Emergency Contact Information <input type="checkbox"/> Military Service Information	
Effective Date of Action: _____	

Personal Information

Employee Name (First, Middle, Last): <i>*Current; or former in case of name change (new name indicated below)*</i>	College: <i>(Required)</i>
Address (Street Address, City, State, Zip):	Social Security #: <i>(Required)</i>
County of Residence: Employee ID:	Phone Number:
_____	()

Name Change

Presentation of a new Social Security card is required for a name change. Please attach a photocopy of the new card issued in the new name.

New Name: _____

Emergency Contact Information

In the event of an emergency, or other situation, if we are unable to contact you directly KCTCS may need to contact a member of your family, or other individual(s). Please list the names and appropriate contact information for two designated emergency contacts.
This information will only be used in the case of an emergency and will be retained for use only by the Human Resources office.

Contact Name #1	Relationship:
_____	_____
Address (Street Address, City, State, Zip):	

Home Phone Number: Employer: Work Phone Number: Cell Phone Number:	
() _____ () ()	
Contact Name #2	Relationship:
_____	_____
Address (Street Address, City, State, Zip):	

Home Phone Number: Employer: Work Phone Number: Cell Phone Number:	
() _____ () ()	

Military Status

Are you a member of the Armed Forces of the United States in any capacity which potentially makes you subject to a call to active duty (State or Federal)? Yes No

If so, please provide your unit designation (including your service e.g. National Guard or Coast Guard Reserve)

(Example: 2nd Battalion, 123rd Armor, Kentucky Army National Guard)

Employee Signature	Date		Entered into Peoplesoft by	Date
_____	_____		_____	_____