

Employee Full Name: \_\_\_\_\_ Empl ID (HR only): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## Section A: Education and Professional License

Highest Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Institution: \_\_\_\_\_ State: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Professional License : \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Certificate: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## Section B: Emergency Contact

IN THE EVENT OF AN EMERGENCY AT WORK, PLEASE CONTACT:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Section C: Employment Relationship Designation

Neither California State University system nor Sonoma State University prohibit simultaneous employment of relatives as long as the relatives report their relationship(s) and comply with the CSU/SSU Nepotism Policy. To ensure compliance, new employees and existing employees with new relationships must disclose them and agree not to vote, make recommendations or participate in any way with matters that may directly affect the selection, appointment, evaluation, retention, tenure, compensation, promotion, termination, other employment status or interest of an immediate family member.

Do you have an immediate family member as defined in the Nepotism Policy employed by California State University or Sonoma State University?  Yes  No

If yes, please disclose the relationship here:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

If you believe that your relationship presents no conflict, please check this box:  No Conflict

If you believe there is potential for conflict, please elaborate below and a representative from Human Resources/Faculty Affairs will follow up with you to discuss how to best handle.

Authorized HR Personnel:  Approved  Denied Initial: \_\_\_\_\_ Date: \_\_\_\_\_

## Section D: Employee Signature

(THIS FORM IS CONSIDERED INCOMPLETE WITHOUT AN EMPLOYEE SIGNATURE)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_