

## Human Resources Office General Information Sheet

NAME: \_\_\_\_\_  
Last First Middle

NICKNAME: \_\_\_\_\_  
(As you want your name to appear in the Online Directory)

Home and/or cell phone number: \_\_\_\_\_

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Cornell College is asked by many entities – including the federal government, state agencies, accrediting associations, college guides, newspapers, and members of our own community – to describe the ethnic/racial backgrounds of our students and employees. In order to respond to these requests, we ask you to answer the following two questions:

Do you consider yourself to be Hispanic or Latino?

- Yes
- No

In addition, please select one or more of the following racial categories to describe yourself:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White

Please specify your sex:

- Male
  - Female
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EMERGENCY CONTACTS *(please list at least one contact)*

Contact #1 Name: \_\_\_\_\_

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

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

Contact #2 Name: \_\_\_\_\_

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

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

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### For salaried employees only:

If contract is 10 months/year, please select a payment schedule:

- 12 month
- 10 month (September – June)

*\* If electing benefits, your deductions will be tripled on your June paycheck to cover your lack of paychecks in July and August.*