

Personal Information Form for New Hire or Current Employee

New Hires need to complete the entire form. Current employees, please only complete the information to be changed. This information can also be updated using Oracle, Employee Direct Access -> Personal Information.

Date: _____ Employee #: _____ or Social Security #: _____

Prefix _____ Last Name _____ First Name _____ MI _____ Suffix _____

NOTE 1: Legal name used **must** be the name listed with the Social Security Administration. If this is a legal name change, e-mail this form and a copy of your Social Security Card showing your new legal name to Human Resources at hrtransactions@henrico.us or fax it to 501-5287.

Marital Status: _____ **Note 2: A copy of Marriage Certificate or Divorce Decree must be provided when changing Marital Status.**

Information

Date of birth (MM/DD/YYYY): _____ Gender: M F

Ethnicity: _____ (*see definitions below)

Military Status: _____ Are you a U.S. citizen? Yes No

ADDRESS & CONTACT INFORMATION

Address _____ Apt # _____ City _____ State _____ Zip Code _____

Magisterial District (check one): Brookland Fairfield Three Chopt Tuckahoe Varina
 Outside Henrico County: _____

CONTACT INFORMATION

Home phone _____ Cell phone _____ Work phone _____

EMERGENCY CONTACT INFORMATION

Primary Contact Name & Relationship _____ Phone Number _____ Type of Number (Home/Cell) _____

Secondary Contact Name & Relationship _____ Phone Number _____ Type of Number (Home/Cell) _____

Employee signature: _____ HR Signature: _____

Ethnic Origin	
Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
White (Non Hispanic or Latino)	All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
Black or African American (Non Hispanic or Latino)	A Person having origins in any of the black racial groups of Africa.
Asian (Non Hispanic or Latino)	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)	A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
American Indian or Alaska Native (Non Hispanic or Latino)	A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
Two or More Races (Non Hispanic or Latino)	Persons who identify with two or more racial categories names above.