

Radford University Employee Data Sheet

1. Name as appears on Social Security Card: _____
 Prefix: _____ (Print) Last First Middle Suffix
 (Mr, Ms, Mrs, Dr, Hon)

2. Home Address : _____
 (Current) Number, Street, City, State, Zip

Home/Cell Phone: _____

Date of Birth _____ Male _____ Female _____

Race/Ethnicity
Hispanic or Latino or Spanish Origin? <input type="checkbox"/> Y or <input type="checkbox"/> N
Please identify one or more of the following race categories:
<input type="checkbox"/> Race and Ethnicity Unknown
<input type="checkbox"/> American Indian or Alaska Native
<input type="checkbox"/> Asian
<input type="checkbox"/> Black or African American
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> White

Citizenship Status
<input type="checkbox"/> U.S. Citizen
<input type="checkbox"/> Resident Alien
<input type="checkbox"/> Non-Resident Alien
If not a U. S. Citizen, list country of citizenship:
List country of residence, if different:

3. In Case of Emergency Contact:
 Name: _____ Telephone: _____

Address: _____

Name: _____ Telephone: _____

Address: _____

4. Department Name: _____ Telephone: _____

5. Previously employed by the Commonwealth of Virginia: Yes _____ No _____

If Yes:

a. What type of position? _____

b. List total months employed: _____ From: _____ To: _____

c. Last employing agency: _____

6. Are you currently under a court order to provide child support payments? Yes _____ No _____

7. Veteran Status (see Attachment 1 for Military Operations):

- Not a veteran
- Disabled Veteran
- Other protected veteran (veterans who served on active duty in the U. S. military during a war or in a campaign or expedition for which a campaign badge is awarded)
- Armed Forces service medal veteran (veterans, who, while serving on active duty in the Armed Forces, participated in a U. S. military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985)
- Recently separated veteran (veterans within 36 months from discharge or release from active duty
Date of discharge or release from active duty: _____)
- Current Member of the Military Reserve
- Current Member of the National Guard

8. Disability (see Attachment 2 for Disability Codes: (voluntary)

Yes____ No____ Code_____

9. Education

<i>College or University Name & Location</i>	<i>Attended</i>		<i>Credit Hours</i>	<i>Major</i>	<i>Degree</i>
	<i>From</i>	<i>To</i>			
	<i>Year</i>	<i>Year</i>			

10. How did you find out about this employment opportunity? _____

11. Total number of years teaching/research/administration experience in Higher Education: _____

Teaching and Research Faculty Only:

12. What is your primary teaching discipline? _____

a. Secondary discipline? _____

b. Tertiary discipline? _____

I certify that all information in the form is true and accurate to the best of my knowledge. I understand it is my responsibility to make pertinent changes to my Personnel/Payroll records as may occur.

Signature

Date

Attachment 1 Military Operations

Military Operations Since 1937 for Which a Campaign or Expeditionary Medal Has Been Awarded, Except for Operations Occurring During a Declared War

The list below is derived from DoD 1348.33-M, Manual of Military Decorations and Awards.

<i>Campaign or Expedition</i>	<i>Inclusive dates</i>
Armed Forces Expeditionary Medal (AFEM) A veteran's DD Form 214 showing the award of any Armed Forces Expeditionary Medal is acceptable proof. The DD form 214 does not have to show the name of the theater or country of service for which that medal was awarded.	
Afghanistan (Operations Enduring Freedom (OEF) and Iraqi Freedom (OIF))	OEF September 11, 2001, to present; OIF March 19, 2003, to present
Berlin	August 14, 1961, to June 1, 1963
Bosnia (Operations Joint Endeavor, Joint Guard, and Joint Forge)	November 20, 1995 to December 20, 1996; December 20, 1996 to June 20, 1998; June 21, 1998 to present
Cambodia	March 29, 1973, to August 15, 1973
Cambodia Evacuation (Operation Eagle Pull)	April 11 - 13, 1975
Congo	July 14, 1960, to September 1, 1962, and November 23, to 27, 1964
Cuba	October 24, 1962, to June 1, 1963
Dominican Republic	April 28, 1965, to September 21, 1966
El Salvador	January 1, 1981, to February 1, 1992
Global War on Terrorism	September 11, 2001 to present
Grenada (Operation Urgent Fury)	October 23, 1983, to November 21, 1983
Haiti Operation Uphold Democracy)	September 16, 1994, to March 31, 1995
Iraq (Operations Northern Watch, Desert Spring, Enduring Freedom (OEF), and Iraqi Freedom (OIF))	January 1, 1997 to present; December 31, 1998 to December 31, 2002 (projected); OEF September 11, 2001, to present; OIF March 19, 2003, to present
Korea	October 1, 1966, to June 30, 1974
Kosovo	March 24, 1999 to present
Laos	April 19, 1961, to October 7, 1962
Lebanon	July 1, 1958, to November 1, 1958, and June 1, 1983, to December 1, 1987
Mayaguez Operation	May 15, 1975 to May 15, 1975
Operations in the Libyan Area (Operation Eldorado Canyon)	April 12, 1986 to April 17, 1986
Panama (Operation Just Cause)	December 20, 1989, to January 31, 1990
Persian Gulf Operation (Operation Earnest Will)	July 24, 1987, to August 1, 1990
Persian Gulf Operation (Operation Southern Watch)	December 1, 1995, to present
Persian Gulf Operation (Operation Vigilant Sentinel)	December 1, 1995 to February 1, 1997
Persian Gulf Operation (Operation Desert Thunder)	November 11, 1998 to December 22, 1998
Persian Gulf Operation (Operation Desert Fox)	December 16, 1998 to December 22, 1998
Persian Gulf Intercept Operation	December 1, 1995, to present

Quemoy and Matsu Islands	August 23, 1958, to June 1, 1963
Somalia (Operations Restore Hope and United Shield)	December 5, 1992, to March 31, 1995
Taiwan Straits	August 23, 1958, to January 1, 1959
Thailand	May 16, 1962, to August 10, 1962
Vietnam Evacuation (Operation Frequent Wind)	April 29, 1975, to April 30, 1975
Vietnam (including Thailand)	July 1, 1958, to July 3, 1965

Note: Section 572 of Subtitle G of the Defense Authorization Act of Fiscal Year 1998 (Public Law 105-85), signed into law on November 18, 1997, allows the Secretary of the military department concerned to determine whether individual members who participated in Operation Joint Endeavor or Operation Joint Guard in the Republic of Bosnia and Herzegovina and in such other areas in the region as the Secretary of Defense considers appropriate, meet the individual service requirements for award of the Armed Forces Expeditionary Medal (AFEM). Generally, service members will be considered eligible if they:

deployed to Bosnia and Herzegovina (or other area that the Secretary of Defense considers appropriate) in direct support of one or both of the operations;

served on board a ship in the Adriatic in direct support of one or both of the operations; or

operated in airspace above Bosnia, Herzegovina (or other area that the Secretary of Defense considers appropriate) while the operations were in effect.

Navy expeditionary Medal and Marine Corps Medal for these Operations:

<i>Campaign or Expedition</i>	<i>Inclusive dates</i>
Cuba	January 3, 1961 to October 23, 1962
Indian Ocean/Iran	November 21, 1979, to October 20, 1981
Iranian/Yemen/Indian Ocean	December 8, 1978 to June 6, 1979
Lebanon	August 20, 1982 to May 31, 1983
Liberia (Operation Sharp Edge)	August 5, 1990 to February 21, 1991
Libyan Area	January 20, 1986 to June 27, 1986
Panama	April 1, 1980 to December 19, 1986 and February 1, 1990 to June 13, 1990
Persian Gulf	February 1, 1987 to July 23, 1987
Rwanda (Operation Distant runner)	April 7 - 18, 1994
Thailand	May 16 - August 10, 1962

Other Campaign and Service Medals:

<i>Campaign or Expedition</i>	<i>Inclusive dates</i>
Army Occupation of Austria	May 9, 1945 to July 27, 1955
Army Occupation of Berlin	May 9, 1945 to October 2, 1990
Army Occupation of Germany (exclusive of Berlin)	May 9, 1945 to May 5, 1955
Army Occupation of Japan	September 3, 1945 to April 27, 1952
Chinese Service Medal (Extended)	September 2, 1945 to April 1, 1957
Korea Defense Service Medal	July 28, 1954 to (date to be determined)
Korean Service	June 27, 1950 to July 27, 1954
Kosovo Campaign Medal (KCM) Operation Allied Force	March 24, 1999 to June 10, 1999
Kosovo Campaign Medal (KCM)	June 11, 1999 to (date to be determined)

Operation Joint Guardian	
Kosovo Campaign Medal (KCM) Operation Allied Harbor	April 4, 1999 to September 1, 1999
Kosovo Campaign Medal (KCM) Operation Sustain Hope/Shining Hope	April 4, 1999 to July 10, 1999
Kosovo Campaign Medal (KCM) Operation Noble Anvil	March 24, 1999 to July 20, 1999
Kosovo Campaign Medal (KCM) Task Force Hawk	April 5, 1999 to June 24, 1999
Kosovo Campaign Medal (KCM) Task Force Saber	March 31, 1999 to July 8, 1999
Kosovo Campaign Medal (KCM) Task Force Falcon	June 11, 1999 to (date to be determined)
Kosovo Campaign Medal (KCM) Task Force Hunter	April 1, 1999 to November 1, 1999
Navy Occupation of Austria	May 8, 1945 to October 25, 1954
Navy Occupation of Trieste	May 8, 1945 to October 25, 1954
Southwest Asia Service Medal (SWASM) (Operations Desert Shield and Desert Storm)	August 2, 1990 to November 30, 1995
Units of the Sixth Fleet (Navy)	May 9, 1945 to October 25, 1955
Vietnam Service Medal (VSM)	July 4, 1965 to March 28, 1973
Rwanda (Operation Distant runner)	April 7 - 18, 1994
Thailand	May 16 - August 10, 1962

Attachment 2

DISABILITY CODES

100 Blindness, both eyes
 110 Blindness, both eyes (some correction)
 120 Blindness, one eye
 140 Other visual impairment
 200 Deafness, unable to talk
 210 Deafness, able to talk
 220 Other hearing impairment
 300 Impairment involving 3 or more major limbs
 310 Impairment involving 1 upper, 1 lower
 320 Impairment involving 1 upper or 2 upper
 330 Impairment involving 1 or 2 lower
 340 Other and ill-defined impairments
 400 Amputation of at least 1 upper and 1 lower
 410 Amputation of 1 or 2 upper
 420 Amputation of 1 or 2 lower
 430 Amputation of other and unspecified parts
 500 Other mental, psychoneurotic and personality disorder

520 Alcoholism
 521 Drug addiction
 530 Mental retardation, mild
 532 Mental retardation, moderate
 534 Mental retardation, severe
 600 Malignancies
 610 Allergies
 620 Diseases of the blood
 630 Epilepsy
 640 Cardiac, circulatory and respiratory
 650 Digestive and urine-genital
 660 Speech impairment
 670 Other
 700 Multiple handicaps