



# PPS Personal Information Form

**Instructions:** The data collected in this form is used to complete the hiring process in our Human Resources Information System. Please **clearly print** and complete all fields below. Incomplete fields may result in a delay in processing.

<b>Full Legal Name</b> _____ First M.I. Last Suffix			<b>Preferred First Name (if different than legal)</b> _____	
<b>Previous or Other Name Used</b> _____				<b>Previous PPS Employee*</b> Yes No
<b>Social Security Number/Tax ID</b> _____	<b>Date of Birth</b> _____	<b>Gender*</b> <input type="checkbox"/> M <input type="checkbox"/> F	<b>Personal Email Address*</b> _____	
<b>Home Address</b> _____ Street Apt # City State Zip Code				
<b>Primary Phone</b> _____ <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Other		<b>Additional Phone</b> _____ <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Other		
<b>Highest Education Level Completed</b> <input type="checkbox"/> Current HS Student <input type="checkbox"/> HS Diploma/GED <input type="checkbox"/> Some College <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Some Grad School <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate				
<b>Emergency Contact</b> _____ Name Phone # Relationship				
<b>Language Skills (other than English)</b>		<b>Fluency Type</b>		
Languages: _____ _____ _____	Native Language <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Conversational <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Fluent <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Able to Teach <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Signature</b> _____			<b>Date</b> _____	
<b>FOR HUMAN RESOURCES/HIRING USE ONLY:</b>				
<b>HR Associate</b> _____	<b>E-Verify #</b> _____			
<b>HRIS Analyst</b> _____	<b>PeopleSoft Entry Date</b> _____		<b>Employee ID #</b> _____	