



Personal Data Form

Please complete and sign this form and forward it to the human resources department.

Name			
First:	Middle:	Last:	Nickname:
Ethnicity and Race			
Colleges and universities are asked by many, including federal and state government and national surveys, to describe the ethnic and racial backgrounds of our students and employees. This demographic data is also used to analyze compensation and benefits to ensure groups are being treated equitably. This confidential information is collected and stored in Loyola University Maryland's database. In satisfying reporting requests, names are not provided. The data is provided in aggregate only. Please answer both questions below.			
Are you of Hispanic or Latino origin? ☐ Yes ☐ No			
What is your race? Select one or more of the following categories. ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White			
Gender			
Gender is used to report in aggregate for federal and state government surveys, to analyze compensation and benefits to ensure groups are being treated equitably, and to confirm proper salutation.			
What is your gender? ☐ Male ☐ Female			
Contact Information			
This information may be used by Loyola to contact you in the event of an emergency or as necessary.			
Home Telephone:	Cell Telephone:	Personal Email:	
Emergency Contact Information			
This information may be used by Loyola to contact whoever you list in the event of an emergency.			
Contact Name 1:	Phone 1:	Phone 2:	
Contact Name 2:	Phone 1:	Phone 2:	

Signature: _____ Date: _____