

# Employee Set-Up Form

Reach Dane

## Employee Information

Date: \_\_\_\_\_

Employee Name \_\_\_\_\_  
*Last First MI*

Address \_\_\_\_\_  
*Street City State Zip*

Home Phone # \_\_\_\_\_ Birth Date \_\_\_\_\_ Social Security # \_\_\_\_\_

Office Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

E-mail address: \_\_\_\_\_

Marital status:  Married  Single

Gender:  Male  Female

Ethnic Category:  Caucasian  American Indian or Alaskan native  African American  
 Hispanic  Asian or Pacific Islander

A disabled individual is defined as an individual who has a mental or physical impairment which substantially limit one or more major life activities, has a record of such impairment, or who is perceived as having such an impairment.

Do you consider yourself disabled?  Yes  No

If so, please explain: \_\_\_\_\_

Low-Income or Aide Recipient?  Yes  No

Parent of a child currently enrolled in Head Start?  Yes  No Or Early Head Start?  Yes  No

Parent of a child formerly enrolled in Head Start?  Yes  No Or Early Head Start?  Yes  No

## Veteran Status

Government contractors/subcontractors subject to the Vietnam Era Veterans Readjustment Act of 1974 and the Rehabilitation Act of 1973 are required to take affirmative action to employ and advance in employment qualified disabled veterans, veterans or the Vietnam era and qualified disabled individuals. Submission of this information is *voluntary*; refusal to provide it will not subject you to any adverse treatment.

Yes  No **Special Disabled Veteran**

A "special disabled veteran" is a person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30% or more OR rated at 10% or 20% in the case of a veteran who has been determined to have a serious employment handicap OR a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Yes  No **Veteran of the Vietnam Era**

A "Veteran of the Vietnam Era" is a person who served on active duty for more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged with other than a dishonorable discharge. Veterans meeting the above criteria who served in the Republic of Vietnam between February 28, 1961 and May 7, 1975 are also protected.

Yes  No **Other Veteran**

A veteran who served on active duty during war or in a campaign or expedition for which a campaign badge has been authorized.

## For Human Resources Use Only

Completed by: \_\_\_\_\_

Location: \_\_\_\_\_ Program: \_\_\_\_\_

Job Title \_\_\_\_\_ Union Employee:  Yes  No

FTE: \_\_\_\_\_ Status:  Regular  Temporary  Casual  Full Year  Part Year

Hours/Week:  20-40  10-19

Supervisor \_\_\_\_\_ Location \_\_\_\_\_ Dept # \_\_\_\_\_ Grant # \_\_\_\_\_