**IU Indianapolis Academic Personnel Profile Form**

**Check Type of Appointment:  Academic (Includes Resident Interns)  Student Academic**

Direct deposit is mandatory for all IU employees. To enroll in direct deposit, visit <https://fms.iu.edu/payroll/general-staff/direct-deposit/>. IU automatically issues [paycards](https://controller.iu.edu/services/employees/direct-deposit-paycards) to employees who have not signed up for direct deposit prior to their third paycheck. This paycard can be obtained from the campus payroll office.

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| **Legal Name (Last, First Middle):**  Note: Legal name must match that as recorded by the Social Security Administration (SSA). If your name is not correct with SSA, you must update your records with that office | Click or tap here to enter text. |
| **Preferred Name (Last, First, Middle):** | Click or tap here to enter text. |
| **Department:** | Click or tap here to enter text. |
| **University ID:**  Must be completed before submission to Academic Affairs. | Click or tap here to enter text. |
| **Campus Address** (Building, Room): | Click or tap here to enter text. |
| **Home Mailing Address:**  Home address is used for official university communication including benefit enrollment information for eligible employees, mailed payroll checks, tax information including W2s and tax reporting to the IRS. | Street: Click or tap here to enter text.  Apartment #: Click or tap here to enter text.  City: Click or tap here to enter text.  County: Click or tap here to enter text.  State: Click or tap here to enter text.  Zip Code: Click or tap here to enter text. |
| **Phone Information:** | Home (with area code): Click or tap here to enter text.  Campus: Click or tap here to enter text. |
| **Non-IU email address:** | Click or tap here to enter text. |
| **Legal Sex:  Female  Male** | **Birth Date:** Click or tap here to enter text.  Month/Date/Year |
| **Marital Status:  Single  Married** |  |
| **Citizenship Status:**  U.S. Citizen  Lawful Permanent Resident  Other/Where: Click or tap here to enter text. | **Have you ever been convicted of a felony?**  Yes  No |

**Prior Work Experience: (NOTE: fill out completely. Do NOT state “See Attached Resume.”)**

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| **Dates of Employment**  **From – To** | **Employer** | **City** | **State** | **Country** | **Ending Position** |
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**Professional Education: (NOTE: fill out completely. Do NOT state “See Attached Resume.”)**

(List all colleges and universities attended.)

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| **Country** | **State** | **School** | **Degree** | **Date Acquired** | **Date Expected** | **Major** |
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**Licenses and Certifications**

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| **License** | **Issue Date** | **License Number** | **Issued By** | **Expiration Date** |
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**Honors and Awards**

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| **Honor or Award** | **Grantor** | **Issue Date** |
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**Ethnic Group:**

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| **Are you Hispanic or Latino?**  Yes  No  **What is your race? Select one or more.**  American Indian or Alaskan Native  Asian  Black / African American  Native Hawaiian/Other Pacific Islander  White | **Hispanic or Latino**: A person of Cuban, Mexican, Purerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.  **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.  **Asian:** 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.  **Black/African American:** A person having origins in any of the black racial groups of Africa.  **Native Hawaiian/Other Pacific Island:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |

*I hereby certify that all statements and answers on this form are true and correct to the best of my knowledge and belief.*

**Signature:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

*Confidentiality: Under federal law, Indiana University is required to collect and report data regarding gender, racial, and ethnic composition and veteran status of its workforce. This information is used for reporting and administrative purposes.*