

8. EMPLOYMENT DATA			
DATES - MONTH & YEAR	INSTITUTION, FIRM, ORGANIZATION AND LOCATION	NATURE OF WORK	REASON FOR LEAVING

9. EMERGENCY CONTACT			
Name	Address	Telephone	Relationship

DISCLOSURE OF INFORMATION

If you DO NOT want your permanent address and/or phone number released to employee organizations (unions), mark “X” in the “NO” box. **Failure to complete this area on the form will mean that your permanent address and/or phone number may be released to employee organizations upon request from unions.** Mark “X” in the boxes you DO NOT want released for official campus use.

10. UC DIRECTORY DISCLOSURES:

(Check boxes for information you **DO NOT** want listed :)

HOME ADDRESS HOME PHONE SPOUSE NAME

IS IT **OK** TO RELEASE YOUR HOME ADDRESS TO EMPLOYEE ORGANIZATIONS? YES NO

PRIVACY NOTIFICATION

Pursuant to the Federal Privacy Act of 1977, you are hereby notified that disclosure of your social security number is mandatory. The University’s record-keeping systems relating to this (application or other forms) were established prior to January 1, 1975, pursuant to the authority of The Regents of the University of California under Article IX, Section 9 of the California Constitution. The social security number is used to verify your identity.

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply information about them.

The principal purpose for requesting the information on this form is for personnel administration. University Policy authorizes maintenance of this information. Furnishing all information required on this form is mandatory—failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various University departments for payroll and administrative purposes and will be transmitted to the state and federal governments if required by law. You have the right to review personal information maintained about you in accordance with University policy and may contact either the office of record maintaining such information or the Records Management Coordinator, 10920 Wilshire Blvd., Suite 500, Los Angeles, CA 90024, for more information concerning your rights. The official responsible for maintaining the information contained on this form is the HR Coordinator, University of California, Los Angeles, Institute for Research on Labor & Employment, 10945 Le Conte Avenue, Suite 2107, Los Angeles, CA 90095.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

(Sign at meeting with personnel coordinator)