

Student Employee? Yes No

Print clearly using black or blue ink.

Personal Information	
Name:	_____
	(Last) _____ (First) _____ (Middle Name / Initial) _____
SSN:	_____ - _____ - _____
gtID#:	_____
Local Address:	_____
	(All correspondence will be sent to this address) (Number & Street)
	(City) _____ (State) _____ (Zip) _____ (County) _____
Personal Telephone #:	(____) _____ - _____
GT Work Telephone #:	(____) _____ - _____
Indicate home information you wish included in GT online and printed faculty/staff directories:	
<input type="checkbox"/> Home address and phone number <input type="checkbox"/> Home phone only <input type="checkbox"/> Home address only <input type="checkbox"/> No home information (default)	
Gender:	<input type="checkbox"/> M <input type="checkbox"/> F
Marital Status:	<input type="checkbox"/> Married <input type="checkbox"/> Single

Educational Information	
Please indicate the highest education level achieved (check one):	
<input type="checkbox"/> H.S. Credit	<input type="checkbox"/> Associate Degree (2 yr. College)
<input type="checkbox"/> H.S. Diploma / GED	<input type="checkbox"/> Bachelor's Degree
<input type="checkbox"/> Some College	<input type="checkbox"/> Some Graduate Credit
<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Specialist - EDS
<input type="checkbox"/> Doctorate: Academic (PhD, EDD, DSC, DGA)	<input type="checkbox"/> Post Doctoral Credit
<input type="checkbox"/> Doctorate: Professional (DVM,MD, DDS, JD)	<input type="checkbox"/> ABD - All but dissertation
Please list degrees (associate degrees and above):	
Degree	Major
Awarding Institution	Month/Year Awarded
GTRI student employees:	
Degree Pursuing	Major
Name of Institution (if other than Georgia Tech)	

Other Information	
Date of Birth:	____/____/____
	(Month / Day / Year)
Birthplace:	_____
	(City) _____ (State) _____ (Country) _____
Citizenship Status:	<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> U.S. Permanent Resident <input type="checkbox"/> Other citizenship: _____ U.S. Visa Status: _____ (Must complete GLACIER tax compliance software)
Are you Hispanic or Latino? (Choose only one)	
<input type="checkbox"/> No, not Hispanic or Latino	
<input type="checkbox"/> Yes, Hispanic or Latino (A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.)	
What is your race? (Choose one or more races below)	
<input type="checkbox"/> American Indian or Alaska Native (A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.)	
<input type="checkbox"/> 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, Vietnam and Laos.)	
<input type="checkbox"/> Black or African American (A person having origins in any of the black racial groups of Africa.)	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)	
<input type="checkbox"/> White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)	
GT Home Dept.:	_____
Job Title:	_____
Email:	_____

Veteran Status / Military Status Codes

Veteran Status (choose all that apply):

Non Veteran (N)

Recently Separated Veteran

Date of Discharge: _____

Military Status Codes:

Active Reserve (R)

Definitions on Page 2

Vietnam Era Veteran (V)

Other Protected Veteran (O)

National Guard Active (G)

Disabled Veteran (D)

Armed Forces Service Medal Veteran (M)

Have you ever been convicted of a crime? Please check one box: Yes No

If your answer above is “yes” to a conviction, check all that apply:

Felony? Yes No

Misdemeanor? Yes No

Are any charges currently pending against you for any violation of any federal law, state law, county, military, or municipal law, regulation, or ordinance? Yes No

For the purposes of this application process, criminal convictions include any adjudication of guilt by a judge or jury for any crime. This does not include minor traffic offenses, but does include “no contest” pleas, first-offender treatment, convictions under appeal and pardoned convictions. Minor traffic offenses are those that do not involve driving while under the influence of alcohol or other drugs and did not result in imprisonment and/or an imposed fine of less than \$250. If you have been convicted of a crime in any jurisdiction for any violation of any federal law, state law, county, military, or municipal law, regulation, or ordinance, we may need for you to provide the official documentation of the conviction from an authorized law enforcement agency prior to starting work with this institution.

If your answer is yes to any of these questions, list the conviction or pending charge below. Include those that resulted in paying a fine of more than \$250, being put on probation, and/or incarceration (jail time). If you need more space, please provide us with the complete explanation on a separate page.

Conviction Charges or Pending Charges	Date	City/State of Conviction or Pending Charge

NOTE: Convictions and the nature of your affiliation with Georgia Tech will be taken into consideration prior to engagement of work.

You have completed the basic information. Please print the packet, review the information and sign where indicated. Please hand the packet to the Customer Service Representative for processing. Thank you.

Definitions on Veterans

Recently Separated Veteran: a veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval or air service. A discharge date must be listed for any person who is a recently separated veteran according to this definition.

Armed Forces Services Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces Services Medal was awarded pursuant to Executive Order 12985. A veteran’s discharge form (DD Form 214) indicates whether a veteran received a service medal.

Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans’ Affairs or (ii) a person who was discharged or released from active duty because of a service connected disability.

Vietnam Era Veteran: a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

Other Protected Veteran: a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.