



# Employee Demographic Form

**Instructions** New employees: please answer all questions. Current employees: to update your information, fill out the section(s) you wish to update, put your Banner ID at the top, and sign the form at the bottom.

\_\_\_\_\_  
SOCIAL SECURITY NUMBER (required)

\_\_\_\_\_  
BANNER ID (if known)

**NAME AS IT APPEARS ON YOUR SOCIAL SECURITY CARD:**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

Previous Name(s): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_  
MO DAY YEAR

GENDER:  Female  
 Male

HANDICAP?:  Yes  
(See definition on back)

ADDRESS: \_\_\_\_\_  
Street or Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

HOME PHONE: ( ) \_\_\_\_\_

CELL PHONE: ( ) \_\_\_\_\_

*UNM is required by Federal law to request this information for statistical reporting purposes. Your response is voluntary.*

VETERAN STATUS: Are you a veteran?  Y  N Active duty/Title X separation date: \_\_\_\_\_

**Veteran category** (see Supplemental Veterans Reporting Form below for list of qualifying operations):

- Vietnam-era veteran
- Other protected veteran
- Disabled veteran
- Recently Retired/Separated veteran
- Armed Forces Service Medal veteran

ETHNICITY CODE: \_\_\_\_\_

Codes: 1 - African American or Black  
3 - Hispanic

2A - Asian  
4 - White, non-Hispanic

2B - Hawaiian or Pacific Islander  
5 - American Indian

**EMERGENCY CONTACT INFORMATION:**

Name: \_\_\_\_\_  
Last Name, First Name

Address: \_\_\_\_\_  
Street or Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Phone: ( ) \_\_\_\_\_

Relationship Code: \_\_\_\_\_ (See codes on back)

RETIREMENT PLAN STATUS: Have you ever contributed to the Education Retirement Plan?  Y  N

If yes, are you currently contributing?  Y  N Are you currently receiving benefits from PERA?  Y  N

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

## Appendix

### Definition of a Handicap

A physical or mental impairment that substantially limits a major life activity, a record of such an impairment, or being regarded as having such an impairment.

### Definition of Veterans' Categories

#### Recently Retired/Separated Veteran

Any veteran during the three-year period beginning on the date of such veteran's discharge, release from active duty or Title X in the U.S. military, ground, naval, or air service.

#### Disabled Veteran

Either (1) 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 (2) a person who was discharged, released from active duty or Title X because of a service-connected disability.

#### Armed Forces Service Medal Veteran

Any veteran who, while serving on active duty or Title X in the U.S. military, ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 129852. (For the current list of military operations for which an Armed Forces service medal was awarded, see the Supplemental Veterans Reporting Form below.)

#### Other Protected Veteran

A veteran who served on active duty or Title X 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 under the laws administered by the Department of Defense. (For the current list of campaigns and expeditions for which a campaign badge was authorized, see the Supplemental Veterans Reporting Form below.)

#### Vietnam-era Veteran

Veteran of the Vietnam era means a veteran of the U.S. military, ground, naval or air service, any part of whose service was during the period of August 5, 1964 through May 7, 1975, who (1) served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge, or (2) was discharged or released from active duty because of a service-connected disability. "Vietnam-era veteran" also includes any veteran of the U.S. military, ground, naval or air service who served in the Republic of Vietnam between February 28, 1961 and May 7, 1975.

EMERGENCY CONTACT RELATIONSHIP CODES	
A	Ex-spouse
B	Brother
C	Child
F	Father
G	Grandparent
M	Mother
N	Neighbor
O	Relative
P	Spouse
R	Friend
S	Sister
U	Guardian
X	Significant Other/Partner