



**TECHNICAL-SERVICE EMPLOYEES
PERSONAL DATA UPDATE**

- Return completed form to your Human Resources Representative and the Recruitment and Compensation Division (520 James M. Elliott Building, University Park, PA 16802). At non-University Park locations return the form to your Human Resources Representative or the Business Office.
- *If additional space is needed, attach a supplemental sheet(s).*
- Please contact your supervisor, Human Resources Representative, or the Recruitment and Compensation Division with any questions.

PLEASE PRINT OR TYPE

Last Name	First Name & Middle Initial	Today's Date
Penn State ID	Campus Address	Campus Phone Number
Home Address	E-mail Address	Home Phone Number

EDUCATION AND TRAINING

School Name	City	State	Dates Attended	Graduated (Yes/No)	Diploma or Degree Received	Course or Major Area of Study
High School						
College or University						
Other (vocational or technical school, etc.)						
List specialized training, apprenticeships, or other skills. List professional licenses, such as Commercial Drivers License (list endorsements) and Pesticide Applicator's Licenses; certifications; special permits you consider significant; and trade or professional organizations of which you are a member. Attach a supplemental sheet(s) if necessary.						

U.S. MILITARY SERVICE (including National Guard and Reserves)

Branch	Dates of Service	From	To	Present or Last Rank
Job Title	From	To	Job duties performed	

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

WORK EXPERIENCE (attach a supplemental sheet(s) if necessary)

List in chronological order your work history (present position first). Note any duties performed while on Temporary Transfer during your University employment.

Academic Department or Administrative Unit (or Employer, if non-University)		Dates Employed	From:	To:
Job Title and Grade Level (if applicable)	Name and Title of Supervisor	Your Reason for Leaving		
Duties Performed on Job. List Separately any Temporary Transfer Duties:				

Academic Department or Administrative Unit (or Employer, if non-University)		Dates Employed	From:	To:
Job Title and Grade Level (if applicable)	Name and Title of Supervisor	Your Reason for Leaving		
Duties Performed on Job. List Separately any Temporary Transfer Duties:				

Academic Department or Administrative Unit (or Employer, if non-University)		Dates Employed	From:	To:
Job Title and Grade Level (if applicable)	Name and Title of Supervisor	Your Reason for Leaving		
Duties Performed on Job. List Separately any Temporary Transfer Duties:				

Academic Department or Administrative Unit (or Employer, if non-University)		Dates Employed	From:	To:
Job Title and Grade Level (if applicable)	Name and Title of Supervisor	Your Reason for Leaving		
Duties Performed on Job. List Separately any Temporary Transfer Duties:				

Signature _____

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications, as determined by University policy, or by state or federal authorities. The Pennsylvania State University does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Direct all inquiries regarding the non discrimination policy to the Affirmative Action Director, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802; tel. (814) 863-0471 V/TTY.