



PERSONAL INFORMATION (Employee name must be reported exactly as it appears on your social security card)

LAST NAME		FIRST NAME	MIDDLE	SUFFIX
SOCIAL SECURITY #	DOB	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	MARITAL STATUS	SINCE (MM/DD/YYYY)
RESIDENTIAL ADDRESS		CITY	STATE	ZIP
MAILING ADDRESS (IF DIFFERENT)		PHONE	ALTERNATE CONTACT (CELL, FAX, ETC.)	
PERSONAL EMAIL ADDRESS				

EDUCATION INFORMATION

INDICATE HIGHEST LEVEL COMPLETED (check one) <input type="checkbox"/> Less than High School Graduate <input type="checkbox"/> High School Graduate or GED <input type="checkbox"/> Vocational School, did not complete High School <input type="checkbox"/> Vocational or Business School <input type="checkbox"/> Some College (two quarters or more) <input type="checkbox"/> AA Degree <input type="checkbox"/> College Graduate (BA or BS Degree) 4 Year College <input type="checkbox"/> Some Graduate Work <input type="checkbox"/> MA/MS/MSW Degree <input type="checkbox"/> Others Master Degree <input type="checkbox"/> Other Graduate Degree (PHD, LLD, MD, JD)	DATES ATTENDED to	EDUCATION/TRAINING MAJOR
	PROFESSIONAL LICENSE/CERTIFICATE	

PRIOR STATE SERVICE

STATE AGENCY OR INSTITUTE OF HIGHER EDUCATION	START DATE	END DATE

FORMER NAME(S) – List all other names you have been known by

Employee Signature

Date



**WASHINGTON STATE PARKS &
RECREATION COMMISSION HUMAN
RESOURCES**

PERSONNEL QUESTIONNAIRE

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WASHINGTON STATE PARKS & RECREATION COMMISSION HUMAN RESOURCES

PERSONNEL QUESTIONNAIRE
(Complete and scan page 1 to NewEmployee.Paperwork@parks.wa.gov.
Return the originals to the employee)

SUPPLEMENTAL PROFILE INFORMATION – Government agencies require periodic reports about the state workforce for equal opportunity and diversity efforts. Providing such information about yourself is voluntary and your response will be used only in accordance with Washington State’s equal opportunity and affirmative action efforts. **See Page 3 on the back of this form for additional information on profile definitions.**

NAME (Last, First, Middle Initial)

ETHNICITY/HISPANIC ORIGIN

Are you of Hispanic Origin? Yes No

RACE INFORMATION (check all that apply) information is for affirmative action data reporting purposes only

- American Indian or Alaskan Native
- Asian
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- Black/African-American (Who is not Hispanic)
- White/Caucasian

DISABILITY INFORMATION

Are you a person with a disability? Yes No Prefer not to answer Date of disability: _____

VETERANS INFORMATION

Veteran Status (select all that apply)

- Are you a US Veteran? Yes No Prefer not to answer
- Are you a Vietnam Era Veteran? Yes No
- Are you a Special Disabled Veteran? Yes No If yes, Percentage of Disability _____%

Military Status (select only one)

- Non-Veteran
- Discharged with a duty-related disability and less than one year of service
- Honorable discharged with more than one but less than 20 years of service
- Retired Veteran receiving more than \$500 per month retirement pay
- Retired Veteran receiving less than \$500 per month retirement pay
- Surviving spouse or surviving registered domestic partner of a veteran

NOTE: Employment preference and/or layoff preference is given to veterans, their surviving spouse or registered domestic partner who meet state qualifications. To qualify and receive veteran’s preference, you must provide a copy of your record of discharge DD214 Member 4 form or NGB Form 22 or alternate verification of military service. Surviving spouses or registered domestic partners must also submit a marriage certificate or proof of domestic registration and death certificate of the veteran. Veteran’s claiming special disabled veteran status for the purpose of employment preference must provide a letter from the Department of Veteran’s Affairs confirming the percentage of disability or serious employment handicap.

By signing this form you are stating that all answers you provided are true and complete to the best of your knowledge. In addition, you understand that the state may verify information and that untruthful or misleading answers are cause for termination of employment.

Employee Signature

Date



SUPPLEMENTAL PROFILE INFORMATION – DEFINITIONS

Disability

For affirmative action data reporting purposes, people with disabilities are individuals with a permanent, physical, mental or sensory impairment that substantially limits one or more major life activities.

The impairment must be both permanent and material rather than slight, but not necessarily require a workplace accommodation. An impairment that is episodic or in remission is still a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity shall be made without considering temporary improvements made through mitigating measures such as medication, therapy, reasonable accommodation, prosthetics, technology, equipment, or adaptive devices (not to include ordinary eyeglasses or contact lenses).

Race and Culture

American Indian or Alaskan Native – A person with origins in any of the original peoples of North American and who maintains cultural identification through tribal affiliation or community recognition.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippines, Thailand, and Vietnam.

Hispanic or Latino - Hispanic Origin includes all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. It does not include persons from Portuguese speaking cultures such as Portugal or Brazil.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Black/African-American (Who is not Hispanic) – A person having origins in any of the Black racial groups of Africa.

White/Caucasian – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Veteran Information

Vietnam Era Veteran: For affirmative action purposes, a person who served on active duty for more than one hundred eighty days, any part of which occurred between February 28, 1961, and May 7, 1975, in the Republic of Vietnam, or between August 5, 1964, and May 7, 1975, in all other cases; and was discharged or released from active duty with other than a dishonorable discharge; or who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975.

Disabled Veteran: For affirmative action purposes, a person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more or disability rated at 10 percent in the case of a veteran who has been determined by the Veterans Administration to have a serious employment handicap; or whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Veteran: For the purposes of determining seniority or granting preference during layoffs and subsequent re-employment for veterans and their surviving spouses of deceased veterans by giving such eligible veterans and their surviving spouses additional credit in computing their seniority by adding to their unbroken state service, the veteran’s active military service not to exceed five years. For this purpose “veteran” means any person who has one or more years of active military service in any branch of the armed forces of the United States or who has less than one year’s service and is discharged with a disability incurred in the line of duty or is discharged at the convenience of the government and who, upon termination of such service, has received an honorable discharge, a discharge for physical reasons with an honorable record, or a release from active military service with evidence of service other than that for which an undesirable, bad conduct, or dishonorable discharge shall be given. However, the surviving spouse of a veteran is entitled to the benefits of this section regardless of the veteran’s length of active military service. For the purposes of this section, “veteran” does not include any person who has voluntarily retired with twenty or more years of active military service and whose military retirement pay is in excess of five hundred dollars per month.