

The University of North Carolina at Wilmington  
**PERSONNEL RECORD DATA SHEET**  
*This form is used to certify credentials.*

1. **Individual Being Hired:** \_\_\_\_\_  
*(full name required)* Last Name First Name Middle Name

2. **Permanent Address:** \_\_\_\_\_  
Street City State Zip

3. **Telephone:** (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

4. **Country of Citizenship:** \_\_\_\_\_

If not a U. S. citizen, indicate type of Visa: \_\_\_\_\_ Expiration date: \_\_\_\_\_

5. **Emergency Contact:** \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_  
*(full name)*

6. **Education:** Click link (Major Field): <http://nces.ed.gov/pubs2002/cip2000/changes.asp?q=n>

Degree	Month/Day/ Year Received	Institution Granting Degree	Six digit CIP Code (Major Field)

7. **Teaching Experience:**

Institution	Rank/Position	Dates (e.g., 1990-1991)

8. **Credentials Verification Statement:**

North Carolina law requires notice to every applicant for state employment that willfully providing false or misleading information or failing to disclose relevant information shall be grounds for rejection of an application or later disciplinary action or criminal prosecution. Dismissal from employment shall be mandatory in any case in which a false or misleading representation is made in order to meet position qualifications. The employer is required by law to verify an applicant's representations about credentials and other qualifications relevant to employment. By executing this employment form, you authorize the release to The University of North Carolina at Wilmington of any document or information within the possession of a third party, such as an educational institution or licensing board, that may serve to verify representations made by you in this employment application.

\_\_\_\_\_  
Signature of Individual Being Hired Date

*This form is part of the EPA hiring packet and should be submitted by the hiring division, college or school to Human Resources along with Form HR1.35 or Form HR 3.35, official transcripts (for permanent or temporary hires within the Division of Academic Affairs), vitae/resume, three letters of reference (for permanent hires within the Division of Academic Affairs) and Certification of Credentials (for permanent 9- month faculty hires or administrative hires with faculty appointments.)*