

Earth Sciences Appointment/Employee Data Collection Form

1. Employee Master Summary Update

Social Security #: <input style="width: 95%;" type="text"/>	Last Name: <input style="width: 95%;" type="text"/>	First Name: <input style="width: 95%;" type="text"/>	Middle Name: <input style="width: 95%;" type="text"/>
Birth Date: <input style="width: 95%;" type="text"/>	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Racial Identity: <input type="checkbox"/> Amer. Indian/Alaska Nat <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Asian/Pacific <input type="checkbox"/> Hispanic <input type="checkbox"/> Not Reported	

2. Position Applied for:

3. Previous Employment (Please list 5 most recent positions, employers, and contact information)

1. <input style="width: 95%; height: 25px;" type="text"/>
2. <input style="width: 95%; height: 25px;" type="text"/>
3. <input style="width: 95%; height: 25px;" type="text"/>
4. <input style="width: 95%; height: 25px;" type="text"/>
5. <input style="width: 95%; height: 25px;" type="text"/>

4. Degree Information

Highest Education Level: <input type="checkbox"/> Associate Degree Earned <input type="checkbox"/> Advanced Grad Specialist (AGS) <input type="checkbox"/> Bachelor's Degree Earned <input type="checkbox"/> Doctoral degree earned <input type="checkbox"/> Some Graduate Study <input type="checkbox"/> First professional Degree Earned <input type="checkbox"/> Master's Degree Earned
Institution: <input style="width: 700px; height: 25px;" type="text"/>
Additional Degrees (Degree/Institution):
1. <input style="width: 750px; height: 25px;" type="text"/>
2. <input style="width: 750px; height: 25px;" type="text"/>
3. <input style="width: 750px; height: 25px;" type="text"/>
4. <input style="width: 750px; height: 25px;" type="text"/>

5. Citizenship/Visa & Position Information

Citizenship Country: <input style="width: 95%;" type="text"/>	Citizenship/Visa Status: <input style="width: 95%;" type="text"/>
Salary: <input style="width: 95%;" type="text"/>	Duration: <input style="width: 95%;" type="text"/>

Title: Research Professor Research Scientist Associate Research Scientist Assistant Research Scientist Senior Faculty Specialist Principal Faculty Specialist Faculty Specialist Research Engineer Associate Research Engineer Assistant Research Engineer Post-Doctoral Associate Faculty Assistant No Cost Appointments**Duties:** Teaching %: Advising %: Research%: Administrative %: Other %:**KFS Number:****Employment %:****6. Action/Category****Action:** C – Appointment Change D – Change Department E – Re-employment H – Initial/Historic Record I – Initial Appointment P – Promotion R – Reappointment S – Summer Appointment W – Winter Appointment X – Rollover**Category:** 01 – Faculty Tenured 02 – Faculty Non-Tenured, On Track 03 – Faculty Non-Tenured, Term CNTR 15 – Faculty Non-Tenured, 33 – Exempt Staff, Regular 34 – Exempt Staff, 36 – Faculty Non-Tenured, Term CNTR, Hourly 37 – Faculty Non-Tenured, Term CNTR, N-Reg

Guidelines to complete the Employee Data Collection Form

Please, find attached an Appointment Employee Collection Data form. It would be greatly appreciated if you can complete as much as possible as follows:

- a) **Item 1 through 4.**
- b) **When filling info related to the institutions you attended,**
Please do not omit country & state
- c) **Please use the same criterion when filling the employment items (section 3), i.e.**
Complete address,
Type of position,
Name of the contact for information, etc.
- e) **Item 5 only complete the following section:**
Citizenship Country
Citizenship/Visa Status
Duration
Title
- f) **Signed and Dated Curriculum Vitae**
- g) **Copies of all your degrees (translated in English)**

To process your appointment, please submit copies of all degrees and translated into English with an official seal, I-94 card (back and front) if applicable, passport (back and front), visa, all approved notices, and EAD card (Employment Authorization Card) if applicable. You must pass the English test to be eligible for a J-1 DS-2019. The payment (to be paid by ESSIC or scholar) must be made before an interview can be scheduled.

To book an interview, use the scheduling form at: <http://www.mei.umd.edu/interviews/>

Note: Please schedule an interview immediately so ESSIC can meet the start date. Upon receipt of the English Proficiency Interview date and test results, ESSIC can go forward with the processing of your J1 Application.

Thank you in advance for your cooperation and prompt attention to this request!