

EMPLOYEE EDUCATIONAL DATA

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INSTRUCTIONS: Please complete this form according to the instructions and return it to the Human Resources Office. In order to keep your education record up-to-date, be sure to notify the personnel office whenever you attain a higher level of education than the level you show on this form. If you have any questions, please contact the **HRO Services Section at 733-4116**.

LAST NAME-FIRST NAME-MIDDLE INITIAL OF EMPLOYEE	SOCIAL SECURITY NUMBER

EDUCATION LEVEL: (Refer to Attachment 1) - Insert the code in the box to the right which best represents the HIGHEST level of education you have attained.	
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YEAR GRADUATED: Insert in the boxes to the right the last two digits of the year in which you attained your highest level of education. (This includes year graduated High School.)				
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INSTRUCTIONAL PROGRAM: (Refer to Attachment 2) - Insert the six-digit code in the boxes to the right that best describes your major field of study.						
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NUMBER OF CREDIT HOURS:									
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Enter total number of hours.

TYPE OF CREDIT HOURS:

Enter: "1" for Semester Hours, or
"2" for Quarter Hours

TYPE OF SCHOOL & NAME OF COLLEGE:

Enter in the box to the right ONE of the following codes and the name of the college attended.

- (B) Junior College
- (C) College or University
- (H) High School
- (S) Secretarial, Business or Commercial School
- (V) Vocational, Trade or Tech School (High School Level)
- (W) Vocational, Trade or Tech School (Above High School)

EMPLOYEE'S SIGNATURE:	DATE: