



Personal Information Form (PIF)

The University of Toledo

Name (Last)		(First)		(Middle)	
SSN		Address (Number and Street)			
City	State	Zip	Phone Number	Date of Birth (mm-dd-yy)	
Marital Status <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Domestic Partner			Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		
Are you a Citizen of the United States ?		<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Complete The Following Section If You Are **Not A Citizen Of The United States**

Are you a Lawful Permanent Resident Alien ? (Holder of a Green Card)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
VISA Status (Complete the following only if a NON-RESIDENT ALIEN)			
Student <input type="checkbox"/> F1 <input type="checkbox"/> J1 <input type="checkbox"/> M1 <input type="checkbox"/> Q1	Faculty, Staff <input type="checkbox"/> J1 <input type="checkbox"/> H1B		Other:
Country of Legal Residence		<input type="checkbox"/> OPT	Date of Original Entry To U.S.

Race/Ethnicity

This information is required for Ohio and United States governmental Affirmative Action statistical purposes. **Check all that apply.**

<input type="checkbox"/>	African American:	(not of Hispanic origin) All persons having origins in any of the Black racial groups of Africa.
<input type="checkbox"/>	Caucasian or White:	(not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
<input type="checkbox"/>	Hispanic:	All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
<input type="checkbox"/>	American Indian or Alaskan Native:	All persons having origins in any of the original peoples of North America, and who maintain cultural identifications through tribal affiliation or community recognition.
<input type="checkbox"/>	Asian American or Pacific Islander:	All persons having origins in any of the original peoples of Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.

Veteran Status: **Complete If Applicable**

Dates of Service (mm-dd-yy)	(From)	(To)	Highest Rank	
Campaign Ribbon(s) (see page 2/3) :				
<input type="checkbox"/> Veteran	<input type="checkbox"/> Vietnam Veteran	<input type="checkbox"/> Disabled Veteran	(Type of Disability)	(Percent)



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Identification of a Disability

As a new employee, you are given the opportunity to advise the University whether or not you consider yourself to be disabled according to the definition given below. Your response is purely voluntary and you will not be subjected to disciplinary action for failing to respond. Should you decide to change your decision at a later date, please notify the Human Resources Office in writing.

According to Section 504 of the Rehabilitation Act of 1973, a disabled person is any person who: (1) has a physical or mental impairment that substantially limits one or more major life activities (functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working); (2) has a record of such an impairment that substantially limits one or more major life activities; or (3) is regarded as having such an impairment.

<input type="checkbox"/> No	<input type="checkbox"/> Yes	(Type of Disability)	(Percent)
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Religious Accommodation (optional)

As a new employee, you are given the opportunity to advise the University whether or not you will require any religious accommodations. Your response is purely voluntary and you will not be subjected to disciplinary action for failing to respond. Should you decide to change your decision at a later date, please notify your supervisor and the Human Resources Office in writing.

(Religion)

Accommodation Requested

Emergency Contact Information

Name	Relationship
Address	
Home Phone Number	Cell Phone Number

I understand and agree that providing the information requested on this form is based on the fact that I have accepted employment with the University of Toledo and that the information is required in order to establish my employment record and to place me on the University's payroll system.

Signature of Employee	Date (mm-dd-yy)
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U.S. Office of Personnel Management VetGuide Appendix A:

Wars, Campaigns and Expeditions of the Armed Forces
Since WWII Quality for Veterans' Preference

War Service Creditable for Veterans Preference. In the absence of statutory definition for "war" and "campaign or expedition," OPM considers to be "wars" only those armed conflicts for which a declaration of war was issued by Congress. The title 38, U.S.C., definition of "period of war," which is used in determining benefits administered by the Department of Veterans Affairs, includes the Vietnam Era and other armed conflicts. That title 38 definition is NOT applicable for civil service purposes. Thus the last "war" for which active duty is qualifying for Veterans preference is World War II. The inclusive dates for World War II service are December 7, 1941, through April 28, 1952.

Non-combat operations that are not qualifying for Veterans preference. Many medals are awarded for non-combat operations. These medals are not a basis for preference and include the following: *Global War on Terrorism Service Medal for service from September 11, 2001, to date to be determined, The Medal of Merit for meritorious service in World War II, The Medal of Freedom for meritorious achievements or meritorious service to the United States on or after December 7, 1941, in the war against an enemy outside the continental limits of the United States, The Antarctica Service Medal for participating in a scientific, direct support, or exploratory operation on the Antarctic Continent, The National Defense Service Medal for honorable service between June 27, 1950 and July 27, 1954 or January 1, 1961 and August 14, 1974; or for the period between August 2, 1990, and November 30, 1995, The Armed Forces Service Medal for participation in a United States military operation deemed to be a significant activity for which there was no threat of encounter of foreign armed opposition or imminent threat of hostile action, The Armed Forces Reserve Medal for 10 years of honorable service in a Reserve component; or active duty service in a Reserve component on or after August 1, 1990; or volunteer service for active duty on or after August 1, 1990.*

Military Operations Since 1937 for Which a Campaign or Expeditionary Medal Has Been Awarded, Except for Operations Occurring During a Declared War

Military personnel receive many awards and decorations. To help agencies make decisions concerning entitlement to Veterans preference and other benefits, the following list identifies those awards that are campaign and expeditionary medals. Any Armed Forces expeditionary Medal, whether listed here or not, is qualifying for Veterans preference. The Department of Defense, not OPM, determines who is entitled to receive a medal, and under what circumstances. The list below is derived from DoD 1348.33-M, Manual of Military Decorations and Awards. DD 214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference.

Note: Section 572 of Subtitle G of the Defense Authorization Act of Fiscal Year 1998 (Public Law 105-85), signed into law on November 18, 1997, allows the Secretary of the military department concerned to determine whether individual members who participated in Operation Joint Endeavor or Operation Joint Guard in the Republic of Bosnia and Herzegovina and in such other areas in the region as the Secretary of Defense considers appropriate, meet the individual service requirements for award of the Armed Forces Expeditionary Medal (AFEM). Generally, service members will be considered eligible if they: deployed to Bosnia and Herzegovina (or other area that the Secretary of Defense considers appropriate) in direct support of one or both of the operations; served on board a ship in the Adriatic in direct support of one or both of the operations; or operated in airspace above Bosnia, Herzegovina (or other area that the Secretary of Defense considers appropriate) while the operations were in effect.

Campaigns and Expeditions Which Qualify For Veterans preference

<i>Campaign or Expedition</i>	<i>Inclusive dates</i>
Armed Forces Expeditionary Medal (AFEM) A veteran's DD Form 214 showing the award of any Armed Forces Expeditionary Medal is acceptable proof. The DD form 214 does not have to show the name of the theater or country of service for which that medal was awarded.	
Afghanistan (Operations Enduring Freedom (OEF) and Iraqi Freedom (OIF))	OEF September 11, 2001, to present; OIF March 19, 2003, to present
Berlin	August 14, 1961, to June 1, 1963
Bosnia (Operations Joint Endeavor, Joint Guard, and Joint Forge)	November 20, 1995 to December 20, 1996; December 20, 1996 to June 20, 1998; June 21, 1998 to present
Cambodia	March 29, 1973, to August 15, 1973
Cambodia Evacuation (Operation Eagle Pull)	April 11 - 13, 1975
Congo	July 14, 1960, to September 1, 1962, and November 23, to 27, 1964
Cuba	October 24, 1962, to June 1, 1963
Dominican Republic	April 28, 1965, to September 21, 1966
El Salvador	January 1, 1981, to February 1, 1992
Global War on Terrorism	September 11, 2001 to present
Grenada (Operation Urgent Fury)	October 23, 1983, to November 21, 1983
Haiti (Operation Uphold Democracy)	September 16, 1994, to March 31, 1995
Iraq (Operations Northern Watch, Desert Spring, Enduring Freedom (OEF), and Iraqi Freedom (OIF))	January 1, 1997 to present; December 31, 1998 to December 31, 2002 (projected); OEF September 11, 2001, to present; OIF March 19, 2003, to present
Korea	October 1, 1966, to June 30, 1974
Kosovo	March 24, 1999 to present
Laos	April 19, 1961, to October 7, 1962
Lebanon	July 1, 1958, to November 1, 1958, and June 1, 1983, to December 1, 1987
Mayaguez Operation	May 15, 1975 to May 15, 1975
Operations in the Libyan Area (Operation Eldorado Canyon)	April 12, 1986 to April 17, 1986
Panama (Operation Just Cause)	December 20, 1989, to January 31, 1990
Persian Gulf Operation (Operation Earnest Will)	July 24, 1987, to August 1, 1990
Persian Gulf Operation (Operation Southern Watch)	December 1, 1995, to present
Persian Gulf Operation (Operation Vigilant Sentinel)	December 1, 1995 to February 1, 1997
Persian Gulf Operation (Operation Desert Thunder)	November 11, 1998 to December 22, 1998
Persian Gulf Operation (Operation Desert Fox)	December 16, 1998 to December 22, 1998
Persian Gulf Intercept Operation	December 1, 1995, to present
Quemoy and Matsu Islands	August 23, 1958, to June 1, 1963
Somalia (Operations Restore Hope and United Shield)	December 5, 1992, to March 31, 1995
Taiwan Straits	August 23, 1958, to January 1, 1959
Thailand	May 16, 1962, to August 10, 1962
Vietnam Evacuation (Operation Frequent Wind)	April 29, 1975, to April 30, 1975
Vietnam (including Thailand)	July 1, 1958, to July 3, 1965

Navy expeditionary Medal and Marine Corps Medal for these Operations:

<i>Campaign or Expedition</i>	<i>Inclusive dates</i>
Cuba	January 3, 1961 to October 23, 1962
Indian Ocean/Iran	November 21, 1979, to October 20, 1981
Iranian/Yemen/Indian Ocean	December 8, 1978 to June 6, 1979
Lebanon	August 20, 1982 to May 31, 1983
Liberia (Operation Sharp Edge)	August 5, 1990 to February 21, 1991
Libyan Area	January 20, 1986 to June 27, 1986
Panama	April 1, 1980 to December 19, 1986 and February 1, 1990 to June 13, 1990
Persian Gulf	February 1, 1987 to July 23, 1987
Rwanda (Operation Distant runner)	April 7 - 18, 1994
Thailand	May 16 - August 10, 1962

Other Campaign and Service Medals Qualifying for Preference:

<i>Campaign or Expedition</i>	<i>Inclusive dates</i>
Army Occupation of Austria	May 9, 1945 to July 27, 1955
Army Occupation of Berlin	May 9, 1945 to October 2, 1990
Army Occupation of Germany (exclusive of Berlin)	May 9, 1945 to May 5, 1955
Army Occupation of Japan	September 3, 1945 to April 27, 1952
Chinese Service Medal (Extended)	September 2, 1945 to April 1, 1957
Korea Defense Service Medal	July 28, 1954 to (date to be determined)
Korean Service	June 27, 1950 to July 27, 1954
Kosovo Campaign Medal (KCM) Operation Allied Force	March 24, 1999 to June 10, 1999
Kosovo Campaign Medal (KCM) Operation Joint Guardian	June 11, 1999 to (date to be determined)
Kosovo Campaign Medal (KCM) Operation Allied Harbor	April 4, 1999 to September 1, 1999
Kosovo Campaign Medal (KCM) Operation Sustain Hope/Shining Hope	April 4, 1999 to July 10, 1999
Kosovo Campaign Medal (KCM) Operation Noble Anvil	March 24, 1999 to July 20, 1999
Kosovo Campaign Medal (KCM) Task Force Hawk	April 5, 1999 to June 24, 1999
Kosovo Campaign Medal (KCM) Task Force Saber	March 31, 1999 to July 8, 1999
Kosovo Campaign Medal (KCM) Task Force Falcon	June 11, 1999 to (date to be determined)
Kosovo Campaign Medal (KCM) Task Force Hunter	April 1, 1999 to November 1, 1999
Navy Occupation of Austria	May 8, 1945 to October 25, 1954
Navy Occupation of Trieste	May 8, 1945 to October 25, 1954
Southwest Asia Service Medal (SWASM) (Operations Desert Shield and Desert Storm)	August 2, 1990 to November 30, 1995
Units of the Sixth Fleet (Navy)	May 9, 1945 to October 25, 1955
Vietnam Service Medal (VSM)	July 4, 1965 to March 28, 1973
Rwanda (Operation Distant runner)	April 7 - 18, 1994
Thailand	May 16 - August 10, 1962