

**PLEASE
DO NOT EMAIL forms.
Send by fax or campus mail.**

Return Vickie Puffer
completed External Relations, GVH 102
forms to: FAX: 888-5707
Questions? 888-4358

VU PHONE DIRECTORY INFORMATION

NEW EMPLOYEES

USE THIS FORM IF YOU ARE NOT CURRENTLY LISTED IN THE VU PHONE DIRECTORY.

ALL INFORMATION IS SUBJECT TO VERIFICATION AND EDITING.

Date: □□□□□□

If you have more than 1 job title, please use a separate form for each.

REV 04/15/2008

PLEASE PRINT CLEARLY AND COMPLETE EACH SECTION

Last Name □□□□□□		First Name □□□□□□		Middle Name □□□□□□	
Official Job Title: □□□□□□					JOB TITLE reviewed & approved by HR:
CHECK ONLY 1					
Instructional Services/Divisions & Academic Areas			All Other Areas		
<input type="checkbox"/> Business/Public Service Division			<input type="checkbox"/> Presidential Services		
<input type="checkbox"/> Health Sciences/Human Performance Division			<input type="checkbox"/> Financial Services		
<input type="checkbox"/> Humanities Division			<input type="checkbox"/> Workforce Development & Community Services		
<input type="checkbox"/> Science/Mathematics Division			<input type="checkbox"/> Instructional Services		
<input type="checkbox"/> Social Science/Performing Arts Division			<input type="checkbox"/> Instructional Services/Academic Affairs		
<input type="checkbox"/> Technology Division			<input type="checkbox"/> Instructional Services/Student Affairs		
<input type="checkbox"/> Continuing Studies					
<input type="checkbox"/> Learning Resources					
<input type="checkbox"/> Jasper Campus (all areas)					
Name of Office/Department: □□□□□□					
Building Code: □□□□□□		Room #: □□□□□□		Email: □□□□□□	
Phone: □□□□□□		Fax: □□□□□□		VU Cell: □□□□□□	
PERSONAL INFORMATION – OPTIONAL					
Home Address □□□□□□		Home City/State/Zip □□□□□□		Home Phone □□□□□□	
OTHER PERTINENT INFORMATION					
□□□□□□					