

Los Alamos National Laboratory Employee Profile

To assure a smooth transition into the Laboratory it is critical that you provide us with accurate and complete information in each category. Please fill in all blanks. If the item does not apply to you, enter N/A. Instructions and guidance are on page 2 of the form.

Z-Number: _____ Hire Date: ____/____/____ Date of Birth: ____/____/____ Phone #: ☐ Cell ☐ Home _____

Name: (Last, First, Middle) _____

Prior LANL Employment: ☐ Y ☐ N Date(s): _____

Organization: _____

Address: Mailing Address

Your Mailing Address will be considered your primary address. All important Laboratory correspondence will be sent to this address, including your paper W2. This address may also affect your state tax withholding. If you have questions, contact the Tax Department at 505-665-0463 or tax@lanl.gov.

Street Address/PO Box: _____ City: _____

State: _____ Zip: _____

Address: Permanent Address (If different from above)**

Your Permanent Address will be your Physical Address (street, road etc.) or a home address that will remain constant. (parents address, spouse address, etc.)

Street Address/PO Box: _____ City: _____

State: _____ Zip: _____ International: _____

County or Area of Residence: _____ School District: _____

The county in which you reside, or if you live in Los Alamos County, the geographical area within Los Alamos County in which you reside.

The school district in which you reside, regardless of where your children may attend school.

Ethnicity: _____ Citizenship: _____ Gender: ☐ M ☐ F

Marital Status: ☐ M ☐ S Spouse's Name: (Last, First) _____

Are you a Veteran ☐ Y ☐ N

Emergency Contact Information: Complete - Last Name, First Name, Middle Initial and or Nicknames. (Provide a Z# and/or Group if contact is employed or retired with the Laboratory. If Z# and/or Group are unknown place a check mark next to the contact name.)

Name: (Last, First MI) _____ Phone #: ☐ Cell ☐ Wk ☐ Hm (____) _____

Relationship: _____ Z# _____ Group _____

Name: (Last, First MI) _____ Phone #: ☐ Cell ☐ Wk ☐ Hm (____) _____

Relationship: _____ Z# _____ Group _____

Entered _____

Los Alamos National Laboratory Employee Profile

Instructions & Guidance

PRIVACY NOTIFICATION

The Laboratory requests the information on this form for use by various Laboratory organizations for personnel, accounting, and other business purposes. Furnishing the requested information is voluntary (unless noted as required), but failure to provide part of the information may result in an inability to complete certain necessary administrative actions related to your employment or employment benefits. The Laboratory staff responsible for personnel, accounting, and other Laboratory organizations with a business need for the information may use the information furnished by you. The information may be furnished to third parties, as permitted by Law.

County or Area of Residence				School Districts		
Santa Fe	San Miguel	Hidalgo	Los Alamos-North Community	Albuquerque	Las Cruces	Pojoaque
Bernalillo	Mckinley	Guadalupe	Los Alamos-Barranca Mesa	Belen	Las Vegas	Questa
Eddy	Valencia	Socorro	Los Alamos-North Mesa	Bernalillo	Los Alamos	Rio Rancho
Chavez	Otero	Lincoln	Los Alamos-Royal Crest	Carlsbad	Los Lunas	Santa Fe
Curry	San Juan	De Baca	Los Alamos-White Rock/La Vista	Chama	Mesa Vista	Socorro
Lea	Rio Arriba	Catron	Los Alamos-Lasenda/Pajarito Acres	Cuba	Mora	Taos
Dona Ana	Union	Sandoval	Los Alamos-Other	Dulce	Moriarty	Wagon Mound
Grant	Luna	Mora	Cibola	Espanola	Non New Mexico	West Las Vegas
Cofax	Taos	Harding	Other Non New Mexico	Jemez Mountain	Pecos	Other
Quay	Sierra	Los Alamos-Eastern Area	Other-Non US	Jemez Valley	Penasco	
Roosevelt	Torrance	Los Alamos-Western Area				

ETHNICITY: Select the codes that best identify your ethnicity. Select all codes that apply.

- HL Hispanic or Latino: Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- AI/AN American Indian or Alaska Native: origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.
- A Asian: origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- B/AA Black or African American: origins in any of the black racial groups of Africa.
- NH/PI Native Hawaiian or Other Pacific Islander: origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Island.
- WH White: origins in any of the original peoples of Europe, the Middle East, or North Africa.

EMERGENCY CONTACT INFORMATION

List the Name, telephone number, and relationship to the person(s) you want to be contacted in case of an emergency. The Laboratory will contact only the persons listed as emergency contact(s). If you want your spouse to be your first emergency contact, you must list him/her in the first contact area.