

BLINN COLLEGE
Employee Data Change Form

Name _____
(Last) (First) (Middle)

***** If you need to change your name please contact Human Resources*****

Preferred Name _____

Blinn ID# _____

New Information

Address _____

City, State, & Zip _____

Home Telephone #: _____ Cell Number _____

Emergency Contact: Name: _____ Relationship: _____

Phone Number: _____ Home ___ Cell ___ Work ___ (check one)

Office Telephone #: _____ Work Location: Building: _____

Room # _____ Blinn College Email address _____

From time-to-time companies and individuals ask the college for a list of college employees, their home addresses and telephone numbers. Generally, such requests are for the purpose of sales solicitations. The college may not, however, ask the intended use of the list. Under Texas law, such directory information is considered to be public unless the employee informs the main personnel officer of the college that he wishes to have his home phone and address withheld from public disclosure (Art. 6252-17a, Sec. 3A, Tex. Rev. Civ. Stat.). The request must be in writing and may be changed at any time prior to the retirement or termination of employment.

Please check one and return this form to the Human Resource Office.

- I have no objection to my home address and telephone number being included in directories of college employees or otherwise disclosed to the public.
- I request that my home address and telephone number be withheld from directories of college employees or otherwise disclosed to the public.

Signature _____ Date _____