UNIVERSITY AT ALBANY
State University of New York

FORM AP-4
(5/2004)

PROFESSIONAL BACKGROUND INFORMATION AND VITA FORM

INSTRUCTIONS:

1. An updated Curriculum Vita may be substituted in lieu of completing this form.
2. Download, complete and print Appointment Request (Form HRM-2). Print an additional copy of completed form for departmental files.
   NOTE: Disclosure of Social Security Numbers is voluntary and is used to maintain complete personnel records in computerized data systems. Authority to solicit the Social Security Number has been established under Section 355 of the Education Law of the State of New York.

TO BE COMPLETED BY EMPLOYEE (An updated *Curriculum Vita* may be substituted in lieu of completing this form.)

Social Security Number	Salutation	Employee's Name (enter Last, First, Middle)	Date of Birth (Mo/Da/Yr)

Earned Degrees (List highest degree first)

A. Institution	B. Location	C. Specialization	D. Type of Degree	E. Date Received

Degrees in Progress

A. Institution	B. Location	C. Specialization	D. Type of Degree	E. Date Expected

Previous Educational Employment (Including prior State University service - list most recent employment first)

A. Dates of Employment	B. Employer	C. Location	D. Title of Position	E. Subject or Responsibility

Other Experience (List most recent employment first)

A. Dates of Employment	B. Employer	C. Location	D. Title of Position	E. Subject or Responsibility

Publications (title and date), professional affiliations, other data (honors, travel, languages, etc.)

Original - Human Resources - Copy - Department