



North End Center ▲ 300 Turner St. NW ▲ Suite 2300 (0318) ▲ Blacksburg, Va. 24061 ▲ 540-231-9331 ▲ www.hr.vt.edu

## SELECTIVE SERVICE REGISTRATION QUESTIONNAIRE

Complete this form at the time of your initial employment with Virginia Tech. Should there be an extended break in service, you will be required to complete the form again.

**Please print or type:**

Name: \_\_\_\_\_ I.D. Number: \_\_\_\_\_

Position Title: \_\_\_\_\_ Department Number: \_\_\_\_\_

Department Name: \_\_\_\_\_

**Type of Appointment:**

- Salaried Faculty Appointment
- Wage Faculty (P14 Appointment)
- Student Employee (including work study student)
- Graduate Teaching & Research Assistant
- Salaried Staff Employee
- Non-Student Wage Employee
- Emergency Hire Employee
- Graduate Assistant

**Section 2.1-32.1, Code of Virginia:**

Any person who has failed to meet the federal requirement to register for the Selective Service shall be ineligible for employment by or service for the Commonwealth, or a political subdivision of the commonwealth, including all boards and commissions, departments, agencies, institutions, and instrumentalities. A person shall not be denied employment under this section by reason of failure to present himself for and submit to the federal registration requirement if: (i) the requirement for the person to so register has terminated or become inapplicable to the person and (ii) the person shows by a preponderance of the evidence that the failure of the person to register was not a knowing and willful failure to register.

Are you required to have registered with the Selective Service?  Yes  No

If you answered, "Yes" to the first question, have you already registered with the Selective Service?  Yes  No

Individuals who respond "NO" to the second question must present verification from the Selective Service System to Human Resources indicating the requirement is terminated or inactive before their employment can be continued or before they can be hired. You must immediately contact the Selective Service System at 1-888-655-1825 for a determination.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If after speaking with a representative from the Selective Service System, you have procedural questions on the Virginia Tech process, please contact Linda Eaton in Human Resources at 540-231-5830. **Please mail to: Department of Human Resources, North End Center, 300 Turner Street, Suite 2300 (0318), Blacksburg, Virginia 24061**