



EMPLOYEE INFORMATION SHEET

Name: _____

Street Address: _____

Mailing Address (if different from street address): _____

Telephone: _____ () _____ Unlisted: Yes No

Cell Phone: _____ () _____

EMERGENCY CONTACT INFORMATION:

In case of emergency, who would you like notified? **VERY IMPORTANT**

Name: _____ Telephone: _____ () _____

Relationship: _____

Alternate Emergency Contact:

Name: _____ Telephone: _____ () _____

Relationship: _____

Employee Signature

Date

NOTE TO EMPLOYEES: Please contact HR to update the information contained herein when any changes are made.

Rev: 9/3/04