



HUMAN RESOURCES

Employee Record

Employee Information					
Today's Date		Date of Hire		Social Security Number	
Legal Name (Last, First, Middle Initial)				Date of Birth (MM/DD/YYYY)	
Street Address					
City			State	Zip Code	
Mailing Address (If same as street address, put SAME)					
City			State	Zip Code	
Home Phone #			Cell #		
Email Address			Driver License #		

Emergency Contact Information			
Contact Name		Relationship	
Mailing Address			
City		State	Zip Code
Home Phone #		Cell #	
Contact Name		Relationship	
Mailing Address			
City		State	Zip Code
Home Phone #		Cell #	

Original: Personnel File Cc: Payroll/Benefits Administrator