

## NEW HIRE PERSONAL INFORMATION

NAME \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

STREET ADDRESS (IF DIFFERENT FROM ABOVE) \_\_\_\_\_

NAME YOU PREFER TO BE CALLED \_\_\_\_\_

EMAIL \_\_\_\_\_

HOME PHONE \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_

and/or

CELL PHONE \_\_\_\_\_ # CHILDREN UNDER 18 \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

NAME \_\_\_\_\_

PHONE # FOR THIS PERSON DURING YOUR NORMAL SHIFT \_\_\_\_\_

THIS PERSON'S RELATIONSHIP TO YOU \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE NOTIFY HUMAN RESOURCES IMMEDIATELY OF ANY CHANGE IN THIS INFORMATION