

Employee Information Sheet

Name: _____ **Full Time** **Part Time** **Temp**

Last
First
Middle

Address: _____

Street
City
State
Zip Code

Sex: Male Female Social Security # _____ Date of Birth: _____

Education: Grade School High School College Other: _____

Employee Payroll Number: _____ Total Years Worked: _____

From	To	Position	Department	Rate of Pay	Performance Review

Last Day Worked: _____ Reason for Departure: _____

In Case of Emergency Notify:

Name: _____ **Relationship:** _____

Address: _____ **Phone:** _____

Street
City
State
Zip Code