



New Employee Personal Information Form

Please select your employee type:

☐ CLASSIFIED ☐ EXEMPT ☐ FACULTY ☐ NON-PERMANENT HOURLY ☐ STUDENT ☐ VOLUNTEER

DEPARTMENT _____ SUPERVISOR NAME _____

YOUR PERSONAL INFORMATION

LAST NAME _____ FIRST NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

MAILING ADDRESS (IF DIFFERENT) _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____

EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT NAME _____

RELATIONSHIP TO SELF _____ CONTACT PHONE _____

EMPLOYEE SIGNATURE _____ DATE _____

RETURN COMPLETED FORM TO HUMAN RESOURCES

FOR HUMAN RESOURCES OFFICE USE ONLY

ENTERED _____ DATE _____