**EMPLOYEE DATA SHEET**

**Please complete this record of your personal information for your employee file. This data sheet is retained in your confidential personnel file for informational or emergency purposes only. Update as often as needed so that we always have the most current information on file.**

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:**  **(Last, First, MI)** | | | |
| **Employee Address:** | | **Citizenship (Country):** | **Country of Birth:**  **State/City of Birth:** |
| **Primary number:** | **Secondary number:** | | |
| **Position:** | **Project/Location:** | | |
| **Email address:** | | | |
| **Marital Status Single Married** | **Gender Male Female** | | |
| **Social Security Number: - -** | **Date of Birth:**  **(MM/DD/YR)** | | |
| **Driver’s License No.:** | **Driver’s License State: Expiration:** | | |

**Emergency Contact Information**

|  |  |  |
| --- | --- | --- |
| **Emergency Contact Name:** | | |
| **Relationship:** | | |
| **Home Phone:** | **Work Phone** | **Employer of Contact:** |

**Do you know anyone that works or has worked for the company?  Yes (provide info below)  No**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Voluntary Personal Information**

**Organizations/Professional Affiliations (Please list clubs, civic groups, church, professional societies, etc., and positions held)**

**Special Talents (include any foreign** languagesyou **speak fluently)**

**Signature of person completing form Date**

|  |
| --- |
| **New Hire  Change** |