

Basic Employment Information Sheet

Employee Information

Full Name: _____

Address: _____

Home Phone: () Cell Phone: ()

Email Address: _____

Social Security Number or Government ID: _____

Birth Date: _____ Marital Status: _____

Spouse's Name¹: _____

Spouse's Employer: _____ Spouse's Work Phone: ()

Job Information

Title: _____ Supervisor: _____

Work Location: _____ E-mail Address: _____

Work Phone: () Cell Phone: ()

Start Date: _____ Salary: \$ _____

Emergency Contact Information

Full Name: _____

Address: _____

Primary Phone: () Cell Phone: ()

Relationship: _____

Dependent Information (For insurance purposes only)

Name(s) of Dependent(s)

Relationship to Employee

¹ A number of jurisdictions now allow domestic partners to register and they are then entitled to many of the benefits of spouses. If your jurisdiction permits such domestic partnerships, you may modify the form to read "Spouse/Domestic Partner." Given the proliferation of domestic partnerships, your company should carefully evaluate its policy with regard to such couples, both opposite-sex and same-sex.