Employee Information Form Template

# Personal Information

**Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number:** .........................

**Department:** [Select Department]

**Position:** [Job Title]

# Employment Details

**Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Salary: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager:** [Manager Name]

# Signatures

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Emergency Contacts

|  |  |  |
| --- | --- | --- |
| Name | Relationship | Phone |
| [Contact Name 1] | [Relationship 1] | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [Contact Name 2] | [Relationship 2] | \_\_\_\_\_\_\_\_\_\_\_\_\_ |