



Employee Data Sheet

Address

Name: _____
(Please print last name, first name)

Address: _____
(Street Address & Apt #)

(City) (State) (Zip code)

Email Address: _____

Telephone Number: (_____) _____ [] home [] cell

Personal

Gender: [] Female [] Male

Marital Status: [] Single [] Married

Ethnicity/Race: [] Caucasian [] Black [] Asian/Pacific Islander [] Hispanic [] Other

Emergency Contacts

Please list two (2) people to contact in an emergency:

(Name) (Name)

(Address) (Address)

(Home Telephone #) (Home Telephone #)

(Work Telephone #) (Work Telephone #)

(Relationship to you) (Relationship to you)

Paycheck/Direct Deposit Voucher Election - *PLEASE CHECK ONE BOX:*

☐

I will pick up my paycheck/direct deposit voucher from the HR Office.

Note: *(All paychecks/direct deposit vouchers will be mailed one week after the pay date.)*

☐

I want my paycheck/direct deposit voucher mailed to me.