

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:**

<input type="checkbox"/>	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.)	
<input type="checkbox"/>	I want my paycheck/direct deposit voucher mailed to me.