

Employee Information Update- 20

We are currently updating all employee records for this calendar year. Please fill in all information below even you have not had any recent changes. This will allow us to verify our current records. After you have completed the form hand it in to a supervisor. Thank you!

Interviewer Name: _____

Address: _____

Email Address: _____

Phone Number (specify): _____

(Circle) Home – Cell – Other: _____

Alternate Phone Number (specify): _____

(Circle) Home – Cell – Other _____

****Optional**** If you would like to share your birthday with us please fill in below, include only **month & day**, do not include year. Thanks!

Month: _____ **Day:** _____

In Case of Emergency contact(s):

1 - Name: _____

Relationship: _____

Contact Number(s): _____

2 - Name: _____

Relationship: _____

Contact Number(s): _____

Payroll records will NOT be updated unless you specifically request for them to be updated as well. If you have had a change of address and would like for us to update it on payroll, please check here