
GENERAL INFORMATION SHEET

EMPLOYEE INFORMATION:

Name: _____ Social Security No: _____
Address: _____
Phone No: _____ Cell Phone No: _____

EMPLOYEE EMERGENCY CONTACT INFORMATION:

Emergency Contact Name: _____
Phone No: _____ Cell Phone No: _____

PAYROLL INFORMATION:

Employment Start Date: _____ Department: _____
Position: _____ Rate of Pay: _____