



## EMPLOYEE CONTACT INFORMATION 2022 - 2023

It is important that we maintain current information on each employee for emergency purposes only. Please contact the Human Resources Office if any of this information changes. Thank you!

Employee Name: \_\_\_\_\_ DOB: \_\_\_\_\_

### Home Information:

*In case of Emergencies:*

Home Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Phone/Cell #: \_\_\_\_\_

*Circle One*

Personal Email Address: \_\_\_\_\_

### PRELIMINARY EMERGENCY CONTACT

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Relationship to Contact Employee: \_\_\_\_\_

Primary Phone/Cell #: \_\_\_\_\_

*Circle One*

Email Address: \_\_\_\_\_

### SECONDARY EMERGENCY CONTACT

Contact Name: \_\_\_\_\_

Relationship to Contact Employee: \_\_\_\_\_

Primary Phone/Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

### ADDITIONAL INFORMATION VOLUNTARY

Primarily Care Physician: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Allergies (Food, Mediation, Insect, Etc.): \_\_\_\_\_

Medical Alert (s): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_