



Employee Personal Information

(Please Print Clearly)

New Information: _____

Updated Information: _____

Today's Date (MM/DD/YYYY)

Date Employment Begins (MM/DD/YYYY)

Social Security Number:

Employee First Name:

Middle Name:

Last Name:

Date of Birth (MM/DD/YYYY):

Gender

Marital Status

Home Address Street:

Apt:

City:

State:

Zip Code:

Personal Email:

Business Email:

Home Phone:

Cell Phone:

Work Phone:

Position (Teacher and Grade, Aide, Administrator, Tutor)

Salary or Hourly Rate

In case of an emergency, please contact:

Full Name:

Relationship:

Home Phone:

Work Phone:

Cell Phone:

Full Name:

Relationship:

Home Phone:

Work Phone:

Cell Phone:

Signature _____ Date _____

Note: This is NOT an employment form, merely an information sheet. Prior to starting work, you must provide proof of U.S. citizenship or proof that you are legally entitled to work in the United States, and sign several employment forms.