

New Employee Information Sheet – Strictly Private & Confidential

Title	First Name	Preferred Name (if different)	Middle names	Surname
Address & Zip Code				
Cell Tel No				
Home Tel No				
Personal Email				
Date of Birth			Social Security Number (SSN)	
Next of Kin – Name / Address / Tel No				

BANK DETAILS

Bank	Branch		
Branch Address			
Account No	Account Name	Routing Number	
Personal email address for payroll purposes (if different from above)			

For Office Use Only

<i>Position</i>		<i>Hours/Contract Type/Days of week if PT</i>	
<i>Location</i>	<i>Start Date</i>	<i>Start Salary</i>	

Notes
