

## EMPLOYEE INFORMATION FORM

*The information you provide on this page is used for personnel purposes only. It will be kept confidential, except as required by law. By requesting and maintaining this information, the company does not thereby undertake any responsibility or liability, beyond that which would otherwise exist under law, for taking any particular action in any particular circumstances.*

Employee Name:		Effective Date:	
<input type="checkbox"/> New Hire _____ Req#	<input type="checkbox"/> Supporting Documentation Attached	Employee ID:	Entity: TCT
<input type="checkbox"/> Change Information			
	<b>OLD:</b>	<b>NEW:</b>	
Name (Last, First, MI)			
Social Security Number			
Complete Date of Birth			
Street Address & Apt #			
City/State/Zip Code			
Home Number			
Cell Number			
Personal Email Address			
Work Email Address			

### EMERGENCY CONTACT INFORMATION

	<b>OLD:</b>	<b>NEW:</b>
Name		
Relationship		
Street Address & Apt #		
City/State/Zip Code		
Primary Phone		
Secondary Phone		

### ADDITIONAL INFORMATION \*

<b>Marital Status: (Circle One)</b>	<b>OLD:</b>				<b>NEW:</b>			
	Single	Married	Separated Widowed	Divorced	Single	Married	Separated Widowed	Divorced
<b>Gender: (Circle One)</b>	<input type="checkbox"/> Male			<input type="checkbox"/> Female				
<b>Race:</b>	<input type="checkbox"/> White (Not of Hispanic Origin)			<input type="checkbox"/> Asian				
	<input type="checkbox"/> Black of African American (Not of Hispanic Origin)			<input type="checkbox"/> Native Hawaiian or Other Pacific Islander				
	<input type="checkbox"/> Hispanic or Latino			<input type="checkbox"/> American Indian or Alaskan Native				
	<input type="checkbox"/> Two or More Races							
<b>Veteran Status: (Circle One)</b>	Veteran		Non-Veteran			Disabled Vet		

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* Completion of the additional information section is voluntary and will not affect your opportunity for employment or terms or conditions of employment. Please return completed forms to the Human Resources Department.