

Employee Information Sheet

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| NAME: | | |
| ADDRESS: | | |
| PHONE: | DATE OF BIRTH: | |
| DATE OF EMPLOYMENT: | MARITAL STATUS: | |
| NO. OF DEPENDENTS: | SS #: | |
| DL #: | FULL/PART TIME: | |
| NEAREST RELATIVE & PHONE #: | | |
| PAY RATE: | PER: | JOB TITLE: |
| EMPLOYEE SIGNATURE: _____ DATE: _____ | | |
| SUPERVISOR SIGNATURE: _____ DATE: _____ | | |
| PROMOTIONS: | | |
| DATE: | NEW PAY RATE: | |
| JOB TITLE CHANGE: | APPROVED BY: | |
| DATE: | NEW PAY RATE: | |
| JOB TITLE CHANGE: | APPROVED BY: | |
| DATE: | NEW PAY RATE: | |
| JOB TITLE CHANGE: | APPROVED BY: | |