EMPLOYEE INFORMATION RECORD

Full Name: [First Name] [Last Name]
Employee ID: [ID Number]
Job Title: [Position Name]
Department: [Department Name]

CONTACT INFORMATION

Phone Number: [Primary Phone Number]
Personal Email: [Personal Email Address]
Work Email: [Work Email Address]

RESIDENTIAL ADDRESS

Street Address: [Street Number and Name]
City: [City Name]
State/Province: [State/Province]
Postal Code: [Zip/Postal Code]
Country: [Country Name]

EMERGENCY CONTACT

Contact Name: [Full Name]
Relationship: [e.g., Spouse, Parent, Friend]
Contact Phone: [Phone Number]