**Employee Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | **Date of Birth:** |  |
| **Gender:** |  | **Address:** | [city, state, ZIP] |
| **Phone Number:** |  | **Email Address:** |  |
| **Marital Status:** | Single Married Divorced Widowed | | |

**Employment Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee ID:** |  | **Department:** |  |
| **Position/Job Title:** |  | **Start Date:** |  |
| **Employment Type:** | Full-time Part-time Temporary Intern | | |
| **Manager/Supervisor Name**: |  | **Work Location**: |  |
| **Work Phone**: |  |  |  |

**Emergency Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Primary Emergency Contact**: | **Relationship:** | **Phone Number:** | **Address** |
|  |  |  |
| **Secondary Emergency Contact:** |  |  |  |
|  |  |  |

**Tax and Payroll Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Social Security Number (SSN)**: |  | **Tax Filing Status**: | Single Married Married but withholding at higher single rate |
| **Number of Dependents**: |  | **Direct Deposit Information**: |  |
| **Account Number:** |  | **Routing Number:** |  |

**Health and Insurance Information (Optional)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Health Insurance Provider:** |  | **Policy Number:** |  |
| **Primary Care Physician**: |  | | |

**Additional Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational Background**: |  | **Certifications or Licenses**: |  |
| **Special Skills or Training**: |  |  |  |

**Signature and Acknowledgment**

I hereby certify that the information provided in this form is true and accurate to the best of my knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature:** |  | **Date:** | [DD/MM/YYYY] |

**For HR Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Form Submission:** |  | **Employee File Created:** |  |
| **HR Manager:** |  |  |  |

This **Employee Information Form** is used to gather essential details about employees, including personal information, employment details, emergency contacts, and payroll/tax-related information. It is essential for HR management and payroll processing.