



## EMPLOYEE INFORMATION FORM

Please complete the following basic information so that we may maintain our Human Resource database file as an employee of Catalina Foothills School District. Any changes to this information may be updated using this same form in the future. Please print legibly.

**Effective Date:**

**Change Reason:** *(circle one)*

**New Hire**

**Address**

**Phone**

**Name**

**ER Contact**

Last Name:	First & M.I.

<b>Home Address</b>	
<b>Mailing Address</b>	
<b>Home Phone #</b>	
<b>Mobile Phone #</b>	
<b>Email</b>	

<b>Emergency Contact Name</b>	
<b>Relationship</b>	
<b>Phone#</b>	
<b>Email</b>	

\_\_\_\_\_  
Employee Authorizing Signature

\_\_\_\_\_  
Date

*HR Use Only: Date Entered into Peoplewerks: \_\_\_\_\_ In Munis: \_\_\_\_\_ Initials: \_\_\_\_\_*

**Please complete this form and return to the MAC HR Dept. Thank you.**