

**CITY OF MAUMELLE****EMPLOYEE PERSONAL DATA SHEET****Personal Information**

First Name:	Middle Name/Initial:	Last Name:
Street Address:	Apt. / Unit #:	City, Zip:
Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security Number:
With which race do you most closely Identify?		
<input type="checkbox"/> American Indian/Alaska Natives <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Middle Eastern/North African <input type="checkbox"/> Native Hawaiian/Pac Isl. <input type="checkbox"/> White/European Americas		
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		
Email Address:	Primary Phone #:	

Emergency Contact Information (may list up to three)

Contact Name:	Primary Phone Number:
Relationship:	Alternate Phone Number:
Contact Name:	Primary Phone Number:
Relationship:	Alternate Phone Number:
Contact Name:	Primary Phone Number:
Relationship:	Alternate Phone Number:

HR or Department USE ONLY

Employee ID:		Date of Hire:	
Department:		Job Title:	
DOL Status:	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Seasonal	Hourly or Salary:	<input type="checkbox"/> HR <input type="checkbox"/> SL
Hourly Rate of Pay:		Annual Salary:	
Entered into payroll system:		Entered into Benefits System:	
AR New Hire Reporting:		Other:	