Employee Information Form

Today's Date	*Name (Last)*	*(First)*	*(Middle)*
Employee ID	*Date of Birth*	*Home Phone Number (Including Area Code)*	

Home Address-Street & Apt #	*City*	*State*	*Zip*
Position Title	*Department*		
College Phone Number	*Building & Room Number*		

Macalester College will publish Name, Title, Department, Building/Room, email Address and college phone number in the on-line directory. This is considered Business related information necessary for college operations.

Emergency Contact Information

Contact Name	*Relationship of Contact (circle)* *Friend; Child; Domestic Partner; Father; Mother; Other; Spouse*
Contact Phone Number	

Address - Street	*City*	*State*	*Zip*

Employee Signature	*Date*