

# Employee Information Form

<i>Today's Date</i>	<i>Name (Last) (First) (Middle)</i>			
<i>Employee ID</i>	<i>Date of Birth</i>	<i>Home Phone Number (Including Area Code)</i>		
<i>Home Address-Street &amp; Apt #</i>		<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Position Title</i>		<i>Department</i>		
<i>College Phone Number</i>		<i>Building &amp; Room Number</i>		

**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

<i>Contact Name</i>	<i>Relationship of Contact ( circle)</i> <i>Friend; Child; Domestic Partner; Father; Mother; Other; Spouse</i>		
<i>Contact Phone Number</i>			
<i>Address - Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

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*Employee Signature*

*Date*