

Employee Number:

## New Employee Information Form

Section 1: Employee Information									
Legal Name on Social Security Card (last, first, middle initial)					Social Security Number				
Preferred First Name		Gender		Date of Birth		Phone			
Street Address				City		State		Zip	
Section 2: Emergency Contact Information									
Name				Relationship		Phone Number			
Personal Email Address (optional)									
Section 3: Employment Information/Job Location									
Start Date		Department (i.e. Public Works)		Division (i.e. Water)		Position Title			
			Oregon			at its best!			
Supervisor		Location				Employee Type			
DRC		OHD/DEQ Level 2		OHD/DEQ Level 3					
ODA Spray Applicator		ODOT Road Scholar		Full, PT or Temp		Hours/wk		Salary Grade	
PD Intermediate Cert									
PD Advanced Cert		Accounting (fund-dept-div-acct)		Distribution (i.e. 50%)		Accounting (fund-dept-div-acct)		Distribution (i.e. 50%)	
Premium Pay									

Section 4: Signatures	
Employee Signature	Date
Supervisor Signature	Date
Department Head Signature	Date
Finance Director Signature	Date
City Manager Signature	Date

Sweet Home

Oregon  
at its best!

**For Office Use Only**

Workers' Comp Code	FLSA Exempt?	Springbrook
Standard Insurance	CIS	ICMA-RC



## EMPLOYEE CONTACT INFORMATION

*This information is to be kept on file for **emergency use only.***

EMPLOYEE NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_  
(IF DIFFERENT FROM MAILING ADDRESS)

CELL PHONE #: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_

PERSONAL E-MAIL ADDRESS: \_\_\_\_\_

EMERGENCY CONTACT PERSON: \_\_\_\_\_

PHONE #: \_\_\_\_\_

RETURN COMPLETED FORM TO THE CITY MANAGER'S OFFICE ASAP.  
THANK YOU FOR YOUR COOPERATION.

This information is only to be used for emergency purposes. Personal e-mail may be used in an event of an emergency where our Continuity of Operations Plan was implemented.

**Check Here** if you do not have a City e-mail address or do not have a worksite computer and would like to receive employee notices, newsletters, etc., at your personal e-mail address.