

[Your company name / logo]

Employee Information Form

Please complete all required fields, and any optional fields that apply to you, then return this form to your HR contact.

All information is held confidentially and used only for employment administration.

HOW TO USE THIS FORM

This PDF is fillable. Click any field to type directly, then save the completed file.

Sections 1 to 5 are completed by the employee. Section 6 is completed by HR.

Fields marked with an asterisk (*) are required.

Do not attach medical records, doctor's notes or Form I-9 documents to this form. Those are kept separately.

1. PERSONAL DETAILS

Legal first name *

Maria

Legal last name *

Kovac

Middle name

Elena

Preferred name

Mara

Date of birth (if needed)

17 April 1991

Pronouns (optional)

she / her

2. CONTACT INFORMATION

Home address *

218 Oak Street, Apt 4B

City *

Portland

State / region *

Oregon

ZIP / postal code *

97205

Country *

United States

Mobile phone *

+1 503 555 0184

Personal email *

maria.kovac@example.com

Mailing address (if different)

Same as above

3. EMERGENCY CONTACTS

Provide at least one contact. A second contact is strongly recommended.

Primary contact

Full name *

Ivan Kovac

Relationship *

Spouse

Phone *

+1 503 555 0199

Email

ivan.kovac@example.com

Secondary contact

Full name

Lucia Moreno

Relationship

Sister

Phone

+1 503 555 0126

Email

lucia.moreno@example.com

COMPLETED EXAMPLE - FICTIONAL DATA. These are not real employee details.

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4. EMPLOYMENT DETAILS

Employee ID

E-0142

Start date *

2 March 2026

Job title *

Customer Support Specialist

Department *

Customer Success

Work location / site *

Portland office

Employment type *

Permanent

Full time / part time *

Full time

Standard weekly hours

40

Reporting manager *

Dana Whitfield

Work email

maria.kovac@example.com

Work phone / extension

ext. 4182

5. EMPLOYEE DECLARATION

I confirm that the information I have provided on this form is accurate and complete to the best of my knowledge.

I understand that my employer will process this information for employment administration purposes, and I agree to notify HR promptly if any details change.

Employee signature *

M. Kovac

Date *

2 March 2026

Print name *

Maria Elena Kovac

Employee ID

E-0142

6. FOR HR USE ONLY

Received by

J. Aluko, HR

Date received

2 March 2026

Entered into system by

J. Aluko, HR

Date entered

3 March 2026

Record last reviewed

3 March 2026

Next review due

1 March 2027

Notes

Payroll form and I-9 completed separately on 2 March.

COMPLETED EXAMPLE - FICTIONAL DATA. These are not real employee details.

Data handling guide

Keep the general employee record useful without turning it into a catch-all for sensitive information.

WHAT IS DELIBERATELY NOT ON THIS FORM

Tax identifiers and bank details. Collect them through payroll and restrict access to authorised HR and payroll personnel.

Medical and health information. Where the ADA applies, keep medical information confidential and separate from general personnel records.

Form I-9 and supporting identity documents. USCIS recommends keeping I-9 records separate from personnel records.

Keeping these out of the general form limits who needs access to sensitive data and makes audits simpler.

WHERE EACH PIECE OF INFORMATION SHOULD LIVE

Information	On the general form?	Recommended storage
Name, address, personal contact details	Yes	Employee record
Emergency contacts	Yes	Employee record
Job title, department, start date, manager	Yes	Employee record
Tax identifiers such as an SSN	Only where required, and only once	Restricted HR or payroll record, with access limited to authorised HR and payroll personnel
Bank and direct deposit details	Only where required	Payroll system, with access limited to authorised payroll personnel
Medical and health information	Generally not	Confidential medical file or database, kept separately from the personnel record
Form I-9 and identity documents	No, use the separate I-9 process	A separate I-9 record set, as recommended by USCIS
Date of birth, nationality, marital status	Only where there is a stated administrative purpose	Employee record, collected for that purpose only and not by default

Template provided by Thrivea. Adapt the fields to match your organisation's requirements and applicable local law.
This template is provided for general information and is not legal advice.