

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 *

Legal last name *

Middle name

Preferred name

Date of birth (if needed)

Pronouns (optional)

2. CONTACT INFORMATION

Home address *

City *

State / region *

ZIP / postal code *

Country *

Mobile phone *

Personal email *

Mailing address (if different)

3. EMERGENCY CONTACTS

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

Primary contact

Full name *

Relationship *

Phone *

Email

Secondary contact

Full name

Relationship

Phone

Email

4. EMPLOYMENT DETAILS

Employee ID

Start date *

Job title *

Department *

Work location / site *

Employment type *

Full time / part time *

Standard weekly hours

Reporting manager *

Work email

Work phone / extension

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 *

Date *

Print name *

Employee ID

6. FOR HR USE ONLY

Received by

Date received

Entered into system by

Date entered

Record last reviewed

Next review due

Notes

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.