

Personal Information Record Form

The **personal information record form** sample for employees is designed to efficiently collect essential details such as contact information, emergency contacts, and employment history. This structured form ensures accurate record-keeping and easy access to employee data for administrative purposes. Utilizing this form enhances organization and streamlines HR processes within any company.

A. Personal Details

Full Name:	<input type="text"/>
Date of Birth:	<input type="text"/>
Gender:	<input type="text" value="-- Select --"/>

B. Contact Information

Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Email:	<input type="text"/>

C. Emergency Contact

Contact Name:	<input type="text"/>
Relationship:	<input type="text"/>
Phone Number:	<input type="text"/>

D. Employment Details

Position/Title:	<input type="text"/>
Department:	<input type="text"/>
Date Hired:	<input type="text"/>
Employment Status:	<input type="text" value="-- Select --"/>

E. Previous Employment History (if any)

Previous Employer:	<input type="text"/>
Previous Position:	<input type="text"/>
Years of Experience:	<input type="text"/>

F. Additional Notes

Any additional information...

Submit