

Employee Information Form (Part-Time Staff)

The **employee information form** sample for part-time staff collects essential personal and job-related details to ensure accurate record-keeping. This form streamlines the onboarding process by capturing data such as contact information, emergency contacts, and work schedule preferences. Utilizing this template helps organizations maintain organized and up-to-date employee records efficiently.

Personal Information

Full Name:

Date of Birth:

Home Address:

Phone Number:

Email Address:

Emergency Contact Information

Emergency Contact Name:

Relationship:

Emergency Contact Phone:

Job Information

Position/Title:

Department:

Start Date:

Work Schedule Preferences

Days/Times Available:

e.g., Mondays and Wednesdays

Preferred Number of Hours per Week:

I certify that the above information is accurate to the best of my knowledge.