

# New Employee Personal Information Form

The **New employee personal information form** sample is designed to collect essential details efficiently, ensuring accurate record-keeping. This form simplifies the onboarding process by capturing key personal and contact information needed for HR documentation. Using a standardized template helps maintain compliance and streamline data management.

<b>First Name</b>	<input type="text"/>
<b>Last Name</b>	<input type="text"/>
<b>Date of Birth</b>	<input type="text"/>
<b>Social Security Number</b>	<input type="text"/> XXX-XX-XXXX
<hr/>	
<b>Home Address</b>	<input type="text"/>
<b>City</b>	<input type="text"/>
<b>State/Province</b>	<input type="text"/>
<b>ZIP/Postal Code</b>	<input type="text"/>
<hr/>	
<b>Phone Number</b>	<input type="text"/> (555) 555-5555
<b>Email Address</b>	<input type="text"/>
<hr/>	
<b>Emergency Contact Name</b>	<input type="text"/>
<b>Emergency Contact Phone</b>	<input type="text"/> (555) 555-5555
<hr/>	
<b>Submit</b>	<input type="button" value="Submit"/>

