

Staff Directory Information Collection Form

Please fill out this form to ensure our internal staff directory is accurate and up to date. Once completed, please print this document for HR record-keeping.

Personal Information

First Name:

Last Name:

Preferred Name (if different):

Organizational Details

Employee ID:

Job Title:

Department:

Manager / Supervisor Name:

Contact & Location Information

Work Email Address:

Work Phone / Extension:

Mobile Phone Number:

Office Building & Room Number:

Emergency Contact

Emergency Contact Name:

Relationship:

Emergency Phone Number: