



## EMPLOYEE INFORMATION

LEGAL NAME: \_\_\_\_\_ PREFERRED NAME: \_\_\_\_\_  
Will be used for Outlook Directory

ADDRESS: \_\_\_\_\_ UNIT #: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ PERSONAL EMAIL: \_\_\_\_\_

SOCIAL INSURANCE NUMBER: \_\_\_\_\_ DATE OF BIRTH: MM / DD / YYYY \_\_\_\_\_

SEX: MALE  FEMALE  INTERSEX  PREFER NOT TO ANSWER

### IN CASE OF EMERGENCY, PLEASE CONTACT THE FOLLOWING PERSON:

NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ (HOME)

\_\_\_\_\_ (WORK)

\_\_\_\_\_ (CELL)

I consent to my emergency contact information (name of contact and their information) being made available to my People Leader through the Manager Self Service portal of JDE. This information will only be used in the event other means of contact are unavailable.

YES NO

SIGNATURE: \_\_\_\_\_

DATE: MM / DD / YYYY \_\_\_\_\_