



Manhattanville COLLEGE

Human Resources

EMPLOYEE PROFILE

PERSONAL INFORMATION

Last Name: _____ First Name: _____

Home Address: _____

Date of Birth: _____

Sex: Male Female

Social Security #: _____

Home Phone #: _____

Voluntary Information:

Marital Status: Single Married

Name of Spouse: _____

EMERGENCY CONTACTS

1. Day Phone: (____) _____ Name: _____ Relationship: _____

2. Day Phone: (____) _____ Name: _____ Relationship: _____

3. Day Phone: (____) _____ Name: _____ Relationship: _____

BUSINESS INFORMATION

Employee ID _____

Job Title _____

Date of Hire: _____

Department: _____

Full/Part time: _____

Employee's Signature: _____ Date: _____