**New Employee Information Form**

The data entered below will be used by different departments for creating user accounts for the employees in software applications.

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| --- | --- |
| First Name: |  |
| Middle Initial: |  |
| Last Name: |  |
| Employment Start Date (dd/mm/yyyy): |  |
| Employee Status: | ☐ Employee   ☐ Contractor   ☐ Intern |
| Department: |  |
| Job Title: |  |
| Primary Supervisor: |  |
| Preferred Log-In ID: |  |
| Employee Contact Number: |  |
| Employee E-mail Address: |  |