



MONTEZUMA-CORTEZ SCHOOL DISTRICT RE-1 EMPLOYEE INFORMATION SHEET

Employee Name: _____ Date: _____

Employee Address: _____

Employee Phone: _____ (home) _____ (mobile)

Employee Email: _____

When you have an address change you need to notify Payroll and complete a new W-4 and PERA form.

Please notify Human Resources when your phone number or email address change.

Who to notify in case of an emergency:

Name: _____ Relationship: _____

Address: _____

Phone: _____ Business Phone: _____

Alternate Contact:

Name: _____ Relationship: _____

Address: _____

Phone: _____ Business Phone: _____

Building Assignment: _____

Supervisor: _____

Allergies/medical information (optional): _____

Employee Signature