

Summer Employee Emergency Contact Form

Hello! Please fill out this form **completely**. Please make sure you print **neatly**! It is very important that we are able to read all of your information as we use cell phone numbers and emails as our main form of communication throughout the summer. This form will also help us create our employee directory for the Summer Season!

Employee Information

Employee Name: _____

Employee Cell Phone Number: _____

Employee Home Phone Number: _____

Employee Email Address: _____

Employee Department: _____

Emergency Contact Information

Name of Emergency Contact: _____

Relation to Employee: _____

Emergency Contact Phone Number: _____

Emergency Contact Phone Number (2):_____