



New Employee Information Sheet

HR Use Only	
Hire Date: _____	
Employee #: _____	
Personal Information	
Have you ever worked for Eugene School District 4J before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employee ID: _____
Full Legal Name: _____	
<i>Last</i>	<i>First</i>
<i>Middle</i>	
Mailing Address: _____	
<i>Street Address</i>	<i>Apartment/Unit #</i>
<i>City</i>	<i>State</i>
<i>ZIP Code</i>	
Social Security Number: _____	Date of Birth: <i>mm-dd-yyyy</i> _____
Preferred Phone: () _____	Personal Email: _____
Preferred First Name: _____	
PERS Information	
Are you a CURRENT member of the Oregon Public Employees Retirement System (PERS)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Last Former Oregon PERS Employer: _____	
Location of former PERS Employer: _____	
Emergency Contact Information	
Full Name: _____	
<i>Last</i>	<i>First</i>
<i>M.I.</i>	
Address: _____	
<i>Street Address</i>	<i>Apartment/Unit #</i>
<i>City</i>	<i>State</i>
<i>ZIP Code</i>	
Primary Phone: () _____	Alternate Phone: () _____
Relationship: _____	
HR USE ONLY: Position Information	
Official Job Title/Classification: _____	Grade/Step: _____ /
Supervisor: _____	Employing Dept or Site: _____
Work Location: _____	Start Date: _____
Employee Signature	
Signature _____	Date Submitted _____