



## NEW PERSONNEL INFORMATION SHEET

Legal Name \_\_\_\_\_

Preferred Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Type (circle one): Home Cell

Street Address \_\_\_\_\_ P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Position Information

Work Location \_\_\_\_\_ Start Date \_\_\_\_\_

Job Assignment \_\_\_\_\_

Hours Per Week/FTE \_\_\_\_\_

Does your spouse currently work for and have insurance coverage with CCSD? Yes No

Have you previously worked for Cache County School District? Yes No  
If yes, under what name? \_\_\_\_\_ What Year? \_\_\_\_\_

Have you previously retired under the Utah Retirement System (URS)? Yes No  
If yes, what year? \_\_\_\_\_

### DISTRICT OFFICE USE ONLY

Employee ID Number: \_\_\_\_\_ CACTUS ID: \_\_\_\_\_

Munis \_\_\_\_\_ Reference Check \_\_\_\_\_ Background Check \_\_\_\_\_ eVerify \_\_\_\_\_ Utah Unemployment \_\_\_\_\_  
Retirement Flag \_\_\_\_\_ Time Clock \_\_\_\_\_