SurveyNinja

Employee information form

13 questions. About 4 min to answer.

Personal details

1. Full legal name Required

As it appears on your ID.

2. What should we call you?

Your preferred name, if it differs from your legal name.

3. Date of birth Required

We need it for payroll, benefits and insurance.

Date:

4. Personal email Required

E-mail:

5. Mobile phone Required

Phone number:

6. Home address Required

7. Tax ID number (SSN) Required

We need it for payroll and tax reporting.

The job

8. Start date Required

Date: _____

9. Job title Required

_____

_____

_____

10. Department Required

Choose one answer.

- ○ Sales
- ○ Marketing
- ○ Operations
- ○ Finance
- ○ Human Resources
- ○ IT
- ○ Customer Service
- ○ Other

Emergency contact

11. Emergency contact: full name Required

Someone we can call if something happens to you at work.

_____

_____

_____

12. Emergency contact: phone number Required

Phone number: _____

13. Emergency contact: how do you know them? Required

Choose one answer.

- ○ Partner or spouse
- ○ Parent
- ○ Brother or sister
- ○ Son or daughter
- ○ Friend
- ○ Other: _____

Run it online for free

Copy this template to SurveyNinja, send the link and the answers go into a ready report with charts.

surveyninja.io/templates/employee-information-form

Survey template from SurveyNinja: surveyninja.io