

The National Food Lab
Employee Contact Information Update Form

Please provide any contact information updates. This data will be used to update current payroll and personnel file information, and will be kept confidential. All emergency contact information will be used only in case of an emergency. Please return the completed form to the NFL HR department for processing. Thank you!

Please Print

New/Current Employee Information

Name _____

Address _____

Telephone number (____) _____

Cell phone/Alternate number (____) _____

Employee Emergency Contact Information

Name _____

Telephone number(s)

Home (____) _____ Work (____) _____

Pager (____) _____ Cell (____) _____

Relationship _____

Name _____

Telephone number(s)

Home (____) _____ Work (____) _____

Pager (____) _____ Cell (____) _____

Relationship _____

I agree: to have my telephone number added to the emergency phone tree notification list. I understand that my telephone numbers listed will only be used in emergency situations. I will give my home telephone and any alternate telephone numbers (cell phone, or other) so I can be easily reached. I will provide Human Resources updated information immediately should my contact numbers change.