USE BLACK or BLUE INK ON ALL FORMS

Mesa County Valley School District 51
New Employee Information Sheet

PLEASE PRINT

Personal Information

Social Security Number_____

Your **legal** name as it is printed on your Social Security card:

Last Name_____

First Name_____ Middle_____

Date of Birth_____

Former (or Maiden name)_____

Preferred First Name_____

Address_____

City _____State _____Zip_____

Primary Phone Number

_____

Primary Phone Type: ☐Cell ☐Home

Secondary Phone Number

_____

Secondary Phone Type: ☐Cell ☐Home

Do you want this information available in the D51 online Employee Directory?

Phone # ☐Yes ☐No

Address ☐Yes ☐No

Have you ever worked for District 51 in any Capacity?

☐Yes ☐ No If yes, when?_____

What was your position? _____

Name used then if different _____

Emergency Contact Data

Name_____

Relationship_____

Phone #: home/cell_____

work/cell_____

Alternative Contact

Name _____

Relationship _____

Phone #: home/cell_____

work/cell_____

Equal Employment Opportunity Data

Gender: ☐ Female

☐ Male

Are you Hispanic/Latino? ☐Yes ☐No

In addition, please also select one or more race(s):

- ☐ American Indian/Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian/Other Pacific Islander
- ☐ White

HUMAN RESOURCE OFFICE USE ONLY:

☐ ID Badge/ Parking Permit #_____

☐ SS Card (1 copies, SCAN)	☐ Direct Deposit	☐ FP Returned _____
☐ Driver's License (1 copies, SCAN)	☐ I-9 (scan, shred)	☐ On File or ☐ CDE
☐ W-4	☐ RUA	☐ Benefits Given _____
☐ Social Security Form	☐ Sick Leave Bank	☐ Benefits N/A
☐ Oath (Certified)	☐ Contract (All Licensed & Temporary Support)	☐ Electronic Consent
☐ Synergy Access	☐ Sub Understanding	☐ Sub Profile