

EMPLOYEE QUICK REFERENCE SHEET

NAME: _____

ADDRESS: _____

CELL: _____ PHONE: _____ EMAIL: _____

BIRTHDAY: _____

EMERGENCY CONTACT: NAME: _____

RELATIONSHIP: _____ PHONE: _____

ADDRESS: _____

TOP 5 RELATED SKILLS:

(i.e., has taken martial arts, worked as a photographer, proficient in Illustrator, etc.)

1. _____

2. _____

3. _____

4. _____

5. _____

LANGUAGES:

1. _____

2. _____

3. _____

INTERNAL JOB PERFORMANCE NOTES:

LANGUAGES:

DATE: 1. _____

DATE: 2. _____

DATE: 3. _____

DATE: 4. _____