

Employee Information Form
City of Newton
Department of Human
Resources *Last updated*
03/24/2023

Section 1: General Information

Last name:

First name:

Middle Initial:

Email address*:

Telephone number:

**Please provide an email address where the City of Newton HR Department can share important employee information.*

Address (street, city, state, zip code):

Preferred Pronouns:

Marital Status:

Section 2: Emergency Contact Information

Name:

Primary phone number:

Relationship:

Secondary phone number:

Section 3: EEOC Voluntary Self Identification

The Equal Employment Opportunity Commission (EEOC) requires all applicable employers to invite employees to self-identify gender and race.

Completion of this information is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment. This form will be used for EEO reporting purposes only. Please return completed forms to the HR department.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires the City of Newton to determine this information by visual survey and/or other available information.

Name:

Job Title:

Department:

Date Completed:

Gender

Race/Ethnicity: (Please check one of the descriptions below corresponding to the ethnic group with which you identify.)