

Government Contractor New Hire Data Sheet

Personal Information

Full Name

Date of Birth

SSN (Last 4 Digits)

Street Address

City

State

ZIP Code

Phone Number

Email Address

Employment Information

Position/Title

Start Date

Department/Project

Supervisor Name

Primary Work Location

Security & Clearance

U.S. Citizenship

Clearance Level (if applicable)

Clearance Date

Emergency Contact

Contact Name

Relationship

Phone Number

Additional Notes

