



Human Resources Department
PO Box 398
Hickory NC 28603
828-323-7421
Fax 828-323-7480

The Human Resources Department is required to maintain your current address.
Please complete the following information for your personnel file.

PLEASE PRINT

NAME: _____
Last First MI

MAILING ADDRESS: _____
Street or PO Box

City State Zip Code

TELEPHONE: () _____ DATE OF BIRTH: - -

SIGNATURE: _____ DATE _____

SEX: MALE / FEMALE MARITAL STATUS: (CIRCLE ONE) SINGLE / MARRIED

EMERGENCY CONTACT INFORMATION

NAME: _____

RELATIONSHIP: _____ TELEPHONE: _____

Your address and emergency contact information is not a matter of public record and will not be released without your permission, in accordance with NCGS 160A-168.

Any time you change your address please complete a change of address form and forward the change to the Human Resource Department.