

## STAFF DIRECTORY INFORMATION



Please find your name in the current Staff Directory.

- If the information is correct -- **DO NOTHING.**
- If **anything** has changed **you must complete this form.**
- If your name does not appear in the current directory **you must complete this form.**
- If you are a new permanent employee **you must complete this form.**

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Street City Zip*

HOME PHONE NUMBER (\_\_\_\_) \_\_\_\_\_

Listed \_\_\_ Unlisted \_\_\_ If unlisted, ok to print in directory? Yes \_\_\_ No \_\_\_

POSITION: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_ Ext: \_\_\_\_\_ (If applicable)

BUILDING LOCATION (Your *primary* location): \_\_\_\_\_

If you share your time at other buildings, please list the others: \_\_\_\_\_

NAME OF SPOUSE: \_\_\_\_\_

**Please return to Communications Office (Michelle Edwards or Kathy Morris)**

*Questions? Please call Communications at 591-0852 or 591-3373.*