

Acme Corporation - New Employee Onboarding Form

Employee Name: Jane Smith

Date of Birth: 04/15/1987

Social Security Number: 251-97-6432

Address: 123 Main Street, San Antonio, TX 78205

Email Address: jane.smith@acmecorp.com

Phone Number: (210) 555-1234

Medical Record Number: MRN-1234567

IP Address (for remote setup): 192.168.1.101

Emergency Contact:

Name: John Smith

Relationship: Spouse

Phone: (210) 555-4321

Email: john.smith@gmail.com

Work Details:

Position: Data Analyst

Start Date: 06/10/2024

Supervisor: Linda Jones

Department: Analytics

Notes: Jane will require remote access and VPN credentials. Ensure her accounts are set up before her start date.

Signature: _____ Date: _____