



# CANYON-OWYHEE SCHOOL SERVICE AGENCY #555

109 Penny Lane – Wilder, Idaho 83676-5207

[www.cossaschools.org](http://www.cossaschools.org)

Phone (208) 482-6074 – Fax (208) 482-7904

## **STAFF DATA FORM**

*Complete all sections of this form. The information requested is required by law and needed to establish an employee record for you in the payroll system. The COSSA Human Resources Department is responsible for creating and maintaining an employee record for every COSSA employee in the 2M Data HR/payroll database. In order to set up a payroll and benefit record, certain information protected under the Privacy Act of 1974 must be collected. The information collected on the Staff Data Form will be used solely for the purposes of creating the employee record. COSSA is required by law to protect the privacy of your information and may not use the protected information for any purposes other than what is stated herein without your written permission.*

### **GENERAL INFORMATION**

EMPLOYEE'S FULL LEGAL NAME: \_\_\_\_\_ GENDER: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

MARITAL STATUS:    Single       Married       Divorced       Seperated       Widowed/Widower

SPOUSE'S NAME: \_\_\_\_\_

### **EMERGENCY CONTACT INFORMATION #1**

NAME: \_\_\_\_\_ RELATIONSHIP TO EMPLOYEE: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

### **EMERGENCY CONTACT INFORMATION #2**

NAME: \_\_\_\_\_ RELATIONSHIP TO EMPLOYEE: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_