### **Workers Information Sheet**

#### **Title**

*Workers Information Sheet*

#### **Worker Details**

* **Full Name:** [Full Name]
* **Position/Job Title:** [Job Title]
* **Employee ID:** [ID Number]
* **Department:** [Department Name]
* **Date of Hire:** [DD/MM/YYYY]
* **Work Location:** [Office/Branch Name]
* **Phone Number:** [Work/Personal Contact]
* **Email:** [Work Email Address]

#### **Employment Details**

* **Supervisor/Manager:** [Name and Contact Information]
* **Work Schedule:** [Shift or Hours of Work]
* **Employment Type:** [Full-Time/Part-Time/Contract]
* **Emergency Contact:**
  + **Name:** [Contact Name]
  + **Phone Number:** [Contact Number]
  + **Relationship:** [Relationship to Worker]

#### **Pay Information (Optional)**

* **Salary/Wage:** [Monthly/Hourly Rate]
* **Bank Account (for Salary Transfer):** [Bank Details]

#### **Additional Notes**

* [Any relevant worker information]