

**GENERAL INFORMATION AND
EMERGENCY CONTACT FORM**

Employee Information (will be used to update City records):

Name: _____ Date: _____

Home Address: _____

Home Phone: _____ Mobile Phone: _____

Home Email Address: _____

Primary Emergency Contact:

Name: _____ Relationship to You: _____

Address (if different than yours): _____

Home Phone: _____ Mobile phone: _____

Contact's Place of Work: _____

Work Phone: _____

Other Contact Information such as email address: _____

Alternate Emergency Contact (will be used in the event your primary contact cannot be reached)

Name: _____

Relationship to You: _____

Primary Phone: _____ Mobile Phone: _____

Contact's Place of Work: _____

Work Phone: _____

Other Contact Information such as email address: _____

Employee Signature

Date

Provide any additional information on the reverse side of the form. Emergency contacts should not be minor children. The Bowling Green Fire Division will be called if you are seriously injured and/or ill, and require transport to Wood County Hospital.

Revised: February 2013