



# Employee Record Form (Shipboard)

Please complete all fields and print legibly

Legal Name \_\_\_\_\_

Preferred Name \_\_\_\_\_ Pronouns \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Other Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Last four digits of SSN \_\_\_\_\_ Alumni Class # (if applicable) \_\_\_\_\_

**Foreign Languages:** What languages are you fluent in?

Spanish  French  Other (s): \_\_\_\_\_

## + Emergency Notification Information +

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone: Cell \_\_\_\_\_ Other \_\_\_\_\_

Email Address \_\_\_\_\_

### Crew Shirts

I have not been issued a crew shirt. Size needed: \_\_\_\_\_

I have been issued a crew shirt and am responsible for bringing it with me to the boat.

### Your Paycheck

**What would you like done with it? Please do not leave this information blank!**

Direct Deposit

**OR**

I have already set up DD, but have changed banks and am including the new info\*

\* It is your responsibility to keep Human Resources ([pannessi@sea.edu](mailto:pannessi@sea.edu)) informed of changes to your bank or account info

**OR**

Mail it to the following address \_\_\_\_\_

**OR**

I am a volunteer

I acknowledge that all information contained on this form is current and accurate.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date