



WILSON COLLEGE

Employee Emergency Contact Information

In the event of an emergency the Human Resources Office must have contact information for each employee. This information will be kept on record in your personnel file. Please complete the information below and return to Human Resources.

Employee Name: _____
(Please print)

In case of emergency, notify

Name: _____

Relationship (optional): _____

Telephone Number: _____

Name: _____

Relationship (optional): _____

Telephone Number: _____

Signature

Date