



Norma Cavazos—Superintendent

Jason Binion-Business Manager

Employee Contact Information Form

Please complete the following information to ensure we maintain a current record of contact information for you and your emergency contacts.

Today's Date: _____

JOB INFORMATION		
TITLE/POSITION:		
WORK PHONE:		
EMAIL ADDRESS:		

PERSONAL INFORMATION		
FULL NAME:		
ADDRESS:		
PHYSICAL ADDRESS:		
CITY:	STATE:	ZIP CODE:
HOME PHONE:	CELL PHONE:	
PERSONAL EMAIL:		

EMERGENCY CONTACT INFORMATION		
CONTACT #1:		
LAST NAME:	FIRST NAME:	
ADDRESS:		
PHYSICAL ADDRESS:		
CITY:	STATE:	ZIP CODE:
PRIMARY PHONE:	ALERNATE PHONE:	
RELATIONSHIP TO EMPLOYEE:		
CONTACT #2:		
LAST NAME:	FIRST NAME:	
ADDRESS:		
PHYSICAL ADDRESS:		
CITY:	STATE:	ZIP CODE:
PRIMARY PHONE:	ALERNATE PHONE:	
RELATIONSHIP TO EMPLOYEE:		

PLEASE RETURN THE COMPLETED TYPED FORM TO: HR DEPARTMENT BY Oct 2nd.

Emily Vigil
President

Antonette Serrano
Board Clerk

Michelle Jaramillo
Board Member

Pearl Trujillo
Board Member

Robert Vigil
Board Member