

General Data		Personal Data		Employment	
Item	Description	Item	Description	Item	Description
1. Name	Mr. John Doe	2. Address	123 Main Street, Anytown, USA	3. Date of Birth	12/31/1985
4. Social Security No.	123-45-6789	5. Marital Status	Married	6. Employment Status	Full-time Employee
7. Home Phone	(555) 123-4567	8. Work Phone	(555) 123-4568	9. Email Address	john.doe@example.com
10. Preferred Name	John Doe	11. Preferred Address	123 Main Street, Anytown, USA	12. Preferred Phone	(555) 123-4567
13. Preferred Email	john.doe@example.com	14. Preferred Employment Status	Full-time Employee	15. Preferred Employment Type	Manager
Comments:					
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All fields marked with an asterisk (*) are required.					
Signed By:		Approved By:		Manager:	
John Doe		Jane Doe		Manager	

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RECOMMENDED (If the following grid is not suitable, do not hesitate to contact us for your individual requirements)	
RECOMMENDED (If the following grid is not suitable, do not hesitate to contact us for your individual requirements)	
Planned by	Approved by
by <u>John Doe</u>	Witnessed by <u>John Doe</u>