

TO: All GCUC employees  
FROM: Personnel Department  
DATE: January 1, 2024  
RE: Updated Info for Personnel File

Please complete the form below and return it to me. Thanks so much.

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## UPDATED INFORMATION SHEET 2024

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP-CODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

IN CASE OF EMERGENCY CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ RELATION \_\_\_\_\_