



DEPARTMENT OF HUMAN RESOURCES

Human Resources Department – Disclosure of Home Address

It is the general practice of the Human Resources Department not to release the employee's home address and/or telephone numbers to outside parties without the express consent of the employee or unless required for business related reasons. In those cases, the Human Resources Department will provide the home address and/or telephone number to an appropriate University official.

Unless you authorize the Human Resources Department in writing, we will not disclose your home address and/or telephone number to any organization or individual upon request.

We are also requesting that each employee provide to us the name, address and telephone number of the individual to be contacted in the event of an emergency.

Person to Be Contacted In Case of Emergency

Name: _____ **Relationship:** _____

Address: _____

Telephone Number: () _____

Printed Name: _____ **Date:** _____

Employee Signature: _____