



# Employment Information Update

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The City of Quesnel is updating the emergency contact list of all employees and their home/cell phone numbers, to be used in the event of an emergency when this information must be quickly communicated. As well to ensure that the Human Resources and Payroll Departments have the most up to date personnel information we ask that employees take a moment to fill out this form and return to the Human Resources Department via email [ncoe@quesnel.ca](mailto:ncoe@quesnel.ca) or print and return to City Hall.

## EMERGENCY CONTACT UPDATE

**Employee Name:** Click here to enter text.

**Address:** Click here to enter text.

**Phone Number(s):** Click here to enter text.

**Emergency Contact Name:**

Click here to enter text.

**Emergency Contact Number(s):**

Click here to enter text.

## YOUR EMPLOYMENT RECORDS UPDATE

If you have had any life changes occur recently that you may not have communicated to your employer your records may be outdated. Any change relative to the following should be reported to the Human Resources Department so that your records are up to date, such as benefit coverage, tax records (T4's) and general correspondence.

- Name change
- Marital status
- Dependency status (taxes, benefit and insurance coverage)

The following requires changing:

Click here to enter text.