



Emergency Contacts:

Name _____ Relationship _____

Phone _____

Name _____ Relationship _____

Phone _____

IMPORTANT -- Changes in Personal Information

If at any time during the year you work/are working for Shannon Staffing, should any of your personal information change, you are required to contact Shannon Staffing during our office hours and inform us of these changes. This update in information is very important, to facilitate receiving your **year-end tax forms** and/or should there be an **emergency**.