



KEWAUNEE COUNTY ADMINISTRATOR

Scott Feldt

INTEROFFICE MEMORANDUM

TO: Kewaunee County Employees

RE: Updated Personal Contact Information & Emergency Contact Notification

Please update your employee personal contact information and emergency contact notification information on the back of this memo. The updated form will be placed in your personnel file.

Thank you.

Kewaunee County
810 Lincoln Street
Kewaunee, WI 54216

PHONE (920) 388-7164
FAX (920) 388-7101
WEB SITE <http://www.kewauneeco.org>



Kewaunee County Employee Personal Contact Information & Emergency Contact Notification Form

EMPLOYEE PERSONAL CONTACT INFORMATION:

Employee Name: _____ Date: _____

Address: _____

City/State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Cell Provider: _____

IN CASE OF EMERGENCY PLEASE NOTIFY:

Name: _____

Address: _____

City/State: _____ Email: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Alternate #1

Name: _____

Address: _____

City/State: _____ Email: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____