

## New Employee Information — Comptroller's Personnel File

Employee name (Please print)	Nickname	Employee home phone (area code and number)
Employee home address (street and number, city, state and ZIP code)		County

Indicate which information the agency may release to the public pursuant to the Public Information Act:

1. Home address.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Home telephone number.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Social Security number .....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Information that reveals if I have family members.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. Emergency contact information.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO

I elect to allow public access to information held by the Texas Comptroller of Public Accounts that would identify or tend to identify me as a crime victim, including my photograph or any other visual representation of me. (HB 1027, 2003 Regular Legislative Session)

I do not elect to allow public access to information held by the Texas Comptroller of Public Accounts that would identify or tend to identify me as a crime victim, including my photograph or any other visual representation of me. (HB 1027, 2003 Regular Legislative Session)

### Name Plate Information

All employees are required to have a name plate.  
Print your first and last name the way you want it to appear on your name plate.



### In Case of Emergency Please Notify

Name		
Relationship	Home phone (area code and number)	Work phone (area code and number)
Address (street and number, city, state, ZIP code)		County

### Outside Employment Information

I have outside employment (Complete Form 70-200 to fully describe your outside employment.)  
 I have no outside employment.

### Acknowledgements

I acknowledge receipt of the following documents:

- Texas Government Code, section 572.051 "Standards of Conduct for State Employees"
- Texas Government Code, section 556.004 – 556.009 "Political Aid and Legislative Influence Prohibited"
- W-4 Form
- Department of Justice INS-Form I-9
- E.E.O. Confidential Survey
- Notice of Arrest Policy
- Previous State Employment Form
- Texas Hazard Communication Act Notice
- HIV Educational Pamphlet, Texas Health and Safety Code, subchapter E
- A Guide to State Ethics Laws for State Officers and Employees
- Employee Notice of Network Requirements
- Employee Confidential Information Agreement

### Memorandum of Understanding

I have read the restrictions and prohibitions placed upon me as a state employee by the legislative provisions and documents about which I have acknowledged receipt above, and I understand the violations will subject me to immediate dismissal from employment.

Employee signature  sign here ➔	Date
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