

New Employee Information — Comptroller's Personnel File

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

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

1. Home address..... ☐ YES ☐ NO
2. Home telephone number..... ☐ YES ☐ NO
3. Social Security number ☐ YES ☐ NO
4. Information that reveals if I have family members..... ☐ YES ☐ NO
5. Emergency contact information..... ☐ YES ☐ 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.



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In Case of Emergency Please Notify

Name		
Relationship	Home phone <i>(area code and number)</i>	Work phone <i>(area code and number)</i>
Address <i>(street and number, city, state, ZIP code)</i>		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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