

EMPLOYEE INFORMATION SHEET

This form is to be completed by all **NEW Employees** or for a **CHANGE** in any of the following information.

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Title : Ms. Mr.

Last name :

First Name :

Maiden Name :

Social Insurance Number :

Key :

Date and location of birth:

Country :

Nationality ⁽¹⁾ :

Full name of the father ⁽²⁾ :

Full name of the mother ⁽²⁾ :

Marital Status : Single Married Widowed Divorced PACS

Number of dependent children ⁽³⁾ :

Address :

Zip/Postal Code :

City :

Country :

Phone :

Email Address :

degrees/diplomas ⁽⁴⁾ :

Status of disabled worker ⁽⁵⁾

yes no

A _____ , le

Signature :

(1) Nationals of Non EU countries need to provide a valid residence permit ; (2) Complete this section only if you were born outside of France; (3) Enclose a copy of your family record booklet ; (4) Enclose copies of the diplomas; (5) Enclose the supporting document

If you are a **new employee**, then you must submit the following documents:

- Employee information sheet;
- CV
- Copy of an official form of identification: passport or identity card, and residence permit including a work permit for nationals of Non EU countries;
- Copy of the last diploma;
- Copy of a student card (if appropriate);
- Copy of the social insurance certificate/card;
- **BIC and IBAN containing the name and current address of the new employee;**
- Medical certificate of suitability and fee reimbursement form (does not apply to contracts paid on a per-hour basis) - to be submitted within eight days from the starting date;
- Copies of previous employment contracts (with any French public employer);
- Certificate of suspension of payment (If your last employer was in the public sector);
- Hosting international researcher agreement (if applicable);
- Valid photo ID for *PASS UBFC CROUS*