

# Personal data sheet for new employees



Mrs  Miss  Mister

Last Name(s): \_\_\_\_\_ First Name(s): \_\_\_\_\_

Full Address: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Phone number (private) \_\_\_\_\_ Mobile number: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Language spoken: FR \_\_\_ ENG \_\_\_

AVS/AHV number: \_\_\_\_\_

Work permit  C  B  L  G

Civil status:  Single  Married  Separate  Divorced: Other \_\_\_\_\_

If married/divorced, date of marriage/divorce: \_\_\_\_\_

Sideline job:  Yes  No If yes, activity rate: \_\_\_\_\_

## Information regarding children :

Number of children: \_\_\_\_\_

Last Name / First Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Last Name / First Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Last Name / First Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Family allowance : yes  no

## Information regarding spouse :

Last Name(s): \_\_\_\_\_ First Name(s): \_\_\_\_\_

Date of birth : \_\_\_\_\_ Nationality: \_\_\_\_\_

## US person :

- I am a U.S. citizen
- I am the owner of a U.S. passport (incl. dual citizenship)
- I am a Green Card holder.
- I am a U.S. resident working for a SICPA entity outside of the U.S.
- I am a SICPA employee working in the U.S.
- None of the above applies to me.

## Emergency contact person:

Last Name / First Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Place & date:** \_\_\_\_\_ **Signature of employee :** \_\_\_\_\_

## Documents to be sent to us as soon as possible and before your 1st day:

- Copy of **bank or postcard** for payment of salary, IBAN in Switzerland
- Copy of **AVS card** or completed application form if not yet worked in Switzerland
- Copy of your **identity document** (identity card or passport)
- Copy of the **complete family book** / Birth certificate
- Copy of **work permit**
- Copy of the most highest degree/diploma