

EMPLOYEE DESCRIPTIONS

Contractor: _____ Case No. _____

Project Name/Description: _____

Monitor's Name: _____ Signature _____

IMPORTANT: MAINTAIN CONSISTENCY WITH EMPLOYEE NUMBERS AND DESCRIPTIONS THROUGHOUT THE LENGTH OF THE PROJECT. Continue to use the same Employee Descriptions sheets for the length of the project. **DO NOT LIST THE SAME EMPLOYEE TWICE!** Use such identifiers as name/nickname (if available) plus hair color, sex, height, weight, age, build, facial hair, race, and/or habits such as smoking. Use as many sheets as necessary. ALSO, Try to get the number and expiration date for the license plates of employee vehicles.

Employee No. _____ **Name:** _____

Description _____

Address: _____, City _____

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State _____ Zip _____ Telephone: (_____) _____

Vehicle _____ Lic#/Exp _____

Vehicle _____ Lic#/Exp _____

Employee No. _____ **Name:** _____

Description _____

Address: _____, City _____

State _____ Zip _____ Telephone: (_____) _____

Vehicle _____ Lic#/Exp _____

Vehicle _____ Lic#/Exp _____