

## About the Document

<b>name</b>	SD-ALL-4900-M. Staff Profile Form
<b>owner</b>	HR
<b>access &amp; use</b>	All Staff
<b>what it is</b>	A tool for helping us learn more about the people we work with and the skills we each have to offer
<b>used with</b>	Where a completed example of this form would be helpful, refer to: <ul style="list-style-type: none"><li>◆ <a href="#">SD-ALL-4900-E. EXAMPLE. Staff Profile Form</a></li></ul>

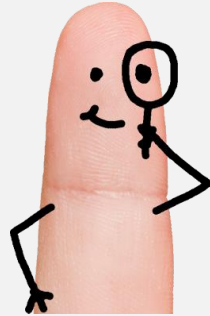
## Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ Table cells will expand to accommodate any length of text.

## Instructions

### Please note:

- ◆ Some of the fields in the **Staff Profile Form** are optional and do not need to be completed; they are marked accordingly.
- ◆ The profile form was created to let us get to know everyone on a more personal level, but we absolutely respect the fact that you may not be comfortable providing all the information in the form.
- ◆ If you do include optional information, we ask that you keep it appropriate for viewing by all Company staff.



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