



417 West Irving Park Road, Itasca Illinois 60143

Office: 630-616-9600 E-Fax: 224-848-6313

Web site: www.ChicagoAreaReferralExchange.com E-mail: CAREChicago@Yahoo.com

AGENT CORRESPONDENCE TO: ATTN: CARE, 417 West Irving Park Road, Itasca IL 60143

ALL OTHER CORRESPONDENCE TO: ATTN: CARE, POB 5187, Aurora Illinois 60507

Employee Vital Sheet

Please take a few moments to complete the employee vital sheet. This information is strictly in house and it necessary so that we may have your correct information for billing, tax and legal purposes. This information is also necessary in the event of an emergency

MAIN (PRESENT) OFFICE AFFILIATION: _____

AGENT NAME (FIRST, LAST): _____

RESIDENCE ADDRESS: _____

PHONE #'s: _____ (Home) _____ (Cell/Direct)

_____ (Fax) _____ (Other)

E-MAIL: _____

DATE OF BIRTH: _____ SOCIAL SECURITY #: _____

--In case of emergency, who would you like us to contact?--

CONTACT NAME: _____

RELATION: _____ **PHONE #:** _____

-AND/OR-

CONTACT NAME: _____

RELATION: _____ **PHONE #:** _____

PLEASE LIST ANY FOREIGN LANGUAGES YOU MAY SPEAK: _____

ANY SPECIAL SKILLS OR TRADES YOU MAY HAVE: _____

NAME OF CURRENT EMPLOYER: _____

ADDRESS: _____

POSITION HELD: _____ **PHONE #:** _____