

## Staff Bio Worksheet

This worksheet will help you to gather information to complete the Staff Directory. Have all full and part time (especially ones who will be in contact with the public & clergy) staff members complete this document. Before distributing to staff, remove any criteria that you deem unnecessary / undesired.

### Primary Staff Member Information

Full Name:	Designations / Degrees:
Position:	Licensing Status:
Email:	Office Phone:
Direct Phone:	Cell Phone:

### Employment Information

Year Started in Funeral Service:	Year Started with Firm:
Funeral Training (school / program):	
Previous Employment (if appropriate):	

### Background Information

City Born:	City Raised:
Additional info:	
Hobbies:	
Community Involvement:	
Family Activities:	
Other information:	

### Completed Biography

--