

# Employee Information Sheet

County \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name \_\_\_\_\_

## Mississippi Drivers Licenses information

Date issued \_\_\_\_/\_\_\_\_/\_\_\_\_ Date expires \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Class \_\_\_\_\_ Endorsement \_\_\_\_\_ Restrictions \_\_\_\_\_

- ☐ Needs L.C. Gas Test
  - ☐ Bob Tail Driver / Service Tech
  - ☐ Service Tech only
  - ☐ Office personnel (that conduct bottle service activities).
  - ☐ Transfer From \_\_\_\_\_
  - ☐ No longer employed
  - ☐ LC-Gas license number \_\_\_\_\_
  - ☐ Returned Employees License Card
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Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Company phone number \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Manager \_\_\_\_\_

## On a new employee, please include both:

- ☐ Copy of MS. driver license; and
- ☐ Picture of employee (head shot using a solid wall for back ground in photo)

**Check all that apply:**

- ☐ I \_\_\_\_\_, have provided \_\_\_\_\_, with training that is consistent with NFPA 58 4.4.1 with the scope of their job activities and that includes proper handling and emergency response procedures.
- ☐ I also understand that their primary duties include transporting LP-Gas, transferring liquid LP-Gas into and out of stationary containers, or making stationary installations; therefore, I have provided training that includes the following components pursuant to NFPA 58 4.4.2:
- 1. Safe work practices**
  - 2. The health and safety hazards of LP-Gas**
  - 3. Emergency response procedures**
  - 4. Supervised, on-the-job training**
  - 5. An assessment of the person's ability to perform the job duties assigned.**

**Trainer information: (Instructor)**

Company name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_ years of experience \_\_\_\_\_

LC Gas Driver / Installer number \_\_\_\_\_

Last CETP course attended Date \_\_\_\_\_ Instructor \_\_\_\_\_

**Trainee:**

I \_\_\_\_\_, have completed all the training that is listed above and understand it. I also understand that I have to attend the next CETP Class (Basic Principals) provided within the next year and understand that after Basic Principals I will have to take a refresher course every 3 years to stay in compliance with NFPA 58 4.4.3. I also understand that said refresher course must be a course that is approved by the LC-Gas Board and that the completion of initial and subsequent refresher courses must be documented in accordance with NFPA 58 4.4.4.

\_\_\_\_\_  
LC-Gas Inspector

\_\_\_\_\_  
Date