

## Funeral Home Employee Interview Notes

Funeral Home Name: \_\_\_\_\_

Location Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Office Hours: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Type of Interview:

Phone ☐    E-mail ☐    In-Person ☐    Mail ☐

Ancestor/Relative Name: \_\_\_\_\_

Dates: \_\_\_\_\_ Relationship: \_\_\_\_\_

Confirm services performed by Funeral Home:

Yes ☐    No ☐    Other: \_\_\_\_\_

Type of disposal: \_\_\_\_\_

Funeral date: \_\_\_\_\_

Burial/cremation date: \_\_\_\_\_

Are copies of any of the following available?

- ☐ Death certificate/record
- ☐ Obituary
- ☐ Funeral card
- ☐ Other documents

Cemetery Name: \_\_\_\_\_

Location Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

(List additional information on back)