

**NEW EMPLOYEE INFORMATION**

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

Employee Address \_\_\_\_\_

Employee E-mail \_\_\_\_\_

Employee Phone \_\_\_\_\_

Hire Date \_\_\_\_\_ Start Date \_\_\_\_\_

Position \_\_\_\_\_

Main Duties/Responsibilities \_\_\_\_\_

\_\_\_\_\_

Full-Time or Part-Time \_\_\_\_\_

Supervisor \_\_\_\_\_

Rate of pay \$ \_\_\_\_\_

Pay period is \_\_\_\_\_

Payday is \_\_\_\_\_

Benefits offered \_\_\_\_\_

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

I have received the following: *(Please place your initial next to the items you have received.)*

W-4 \_\_\_\_\_

NC-4 \_\_\_\_\_

I-9 \_\_\_\_\_

Direct Deposit Form \_\_\_\_\_

Employee Contact Form \_\_\_\_\_

Employee Manual \_\_\_\_\_