



Preferred Language: English Spanish

Please provide the following information about your new hire:

Name: _____

First

Middle Initial

Last

Social Security Number: _____

Email: _____

Phone Number: _____

Start Date: _____

Position Title: _____

Position Type: Full-Time Part-Time PRN 1099 Other

Pay Rate: _____

Location: _____

Department: _____

Other Pertinent Details: _____

Authorizing Manager:
