



New Hire Information Form

Personal Information

1. Full Name (First, Middle, Last): _____
2. Date of Birth: _____
3. Social Security Number: _____
4. Home Address: _____
5. City, State, ZIP: _____
6. Cell Phone Number: _____
7. Email Address: _____

Employment Information

1. Job Title: _____
2. Hire Date: _____
3. Department: _____ Manager/Supervisor: _____
4. Full-Time / Part-Time: Full-Time _____ Part-Time _____
5. Work Schedule (example, M, W, F): _____
6. Estimated Hours Worked per Week: _____
7. Estimated Annual Hours: _____
8. Background Check Completed (Y/N): _____
9. Handbook Acknowledgement Form Signed (Y/N): _____

Payroll Information

1. **Pay Type (Hourly / Salary):** Hourly_____ Salary_____
2. **Hourly Rate or Annual Salary:** _____

Tax Information

1. **Federal W-4 Form Completed (Y/N):** _____
2. **State W-4 Form Completed (Y/N):** _____
3. **Local Tax Applicable? (Y/N):** _____
4. **I-9 Form Completed (Y/N):** _____
5. **Work Authorization Status (e.g., US Citizen, Green Card, Visa Type):** _____