



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	
7	Email Address	

Employment Information

8	Congregation	
9	Congregation Address	
10	Job Title	
11	Hire Date	
12	Department	
13	Manager/Supervisor	
14	Full-Time or Part-Time	
15	Work Schedule (example, M, W, F)	
16	Estimated Hours Worked per Week	
17	Estimated Annual Hours	
18	Work Authorization Status (e.g., US Citizen, Green Card, Visa Type)	
19	Pay Type (Hourly or Salary)	
20	Pay Rate \$	\$

New Hire Forms (check X if complete)

Return to Crystal Ramirez at cramirez@edomi.org		
21	Background Check Form <i>(to be completed before offer of employment)</i>	
22	Benefits Enrollment Form <i>(eligible if working at least 1500 hours per year or average of 30 hours/week)</i>	

Return to Payroll@edomi.org		
23	W-4 Federal	
24	W-4 State	
25	W-4 Local (if required)	
26	Direct Deposit (Required)	
27	New Hire Information Form	

Keep at the congregation in the employee's file		
28	I-9 Form	
29	Handbook Acknowledgement (Lay Handbook or Clergy Compensation Policy)	

Send to CPG via email or USPS (copy C. Ramirez at cramirez@edomi.org)		
30	CPG New Assignment Form (only needed if eligible for pension and/or medical insurance)	
31	CPG Pension form (if eligible for pension)	

Form completed by: _____
Date: _____

Note: The congregation is the employer. The W4s and I-9s must be verified and signed by the congregation/employer before submission to payroll.