

## NEW HIRE DATA SHEET

**TO BE COMPLETED BY EMPLOYEE**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MIDDLE</b>	<b>SOCIAL SECURITY #</b>
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**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ @ \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**EMERGENCY CONTACT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

*The following forms also need to be filled out and submitted with this document:*

W4                     
  I-9                     
  Direct Deposit

**TO BE COMPLETED BY MANAGER**

**EMPLOYEE ID #:** \_\_\_\_\_

**HOME DEPT:**     Administrative     Children's Center     K-12

**NEW HIRE**    **HIRE DATE:** \_\_\_\_\_

**REHIRE**    **DATES OF EMPLOYMENT:** \_\_\_\_\_

**Status:**             Full Time (30+ hours)     Part Time (20-29 hours)     Temp (under 20 hours)

**Schedule:**         Year Round                       School Year

<b>Job Title:</b>	<b>Rate of Pay:</b>
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**Manager's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_