

**NEW HIRE PERSONNEL FORM**

**EMPLOYEE**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**SS#:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**MARITAL STATUS:** M \_\_\_\_\_ S \_\_\_\_\_ **NUMBER OF DEPENDENTS:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**STARTING RATE:**

**WAGE GRADE:**

\$ \_\_\_\_\_ **PER/HR**

\_\_\_\_\_ **HOURLY**

\$ \_\_\_\_\_ **PER/MO**

\_\_\_\_\_ **SALARY**

**COMMENTS/SPECIAL CONDITIONS** \_\_\_\_\_

**NOTE: NO PROMISES, COMMITMENTS OR SPECIAL CONDITIONS HAVE BEEN MADE TO ME OTHER THAN THOSE LISTED ABOVE.**  
**INITIALS:** \_\_\_\_\_

**SIGNATURES**

**EMPLOYEE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EXECUTIVE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_