# Image

## New Hire Form

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employee Information | | | | | | |
| Name: | |  | | Date of Hire: | |  |
| Address: | |  | | Drivers License #: | |  |
| Date of Birth: | |  | | Social Security #: | |  |
| Emergency Contact: | |  | | Emergency Contact Phone #: | |  |
|  | | | | | | |
|  | | | | | | |
| Employment Details | | | | | | |
| Position: |  | | Department: | |  | |
| Hrs per Week: |  | | Rate of Pay: | |  | |
| Exempt/Non-Exempt (circle one)  Staff Level (circle one)  Pastors  Level 1  Level 2  Level 3  Level 4  Level 5  CC Level 1  CC Level 2  CC Level 3 | | | | | | |
| For Human Resource Use Only | | | | | | |
|  | | | | | | |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |