

NEW HIRE FORM -

PERSONAL INFORMATION

Address:

Telephone:

Date of Birth:

Shirt Size:

Emergency Contact (Name, Number & Relationship):

FOR OFFICE USE

Employee Start Date:

Employee Salary/Hourly Wage:

Date Reported to State:

Date Eligible for Benefits:

ITEM	Received
Non-Compete, Offer Letter	
Payroll Forms (2) & W4	
Texas New Hire Reporting Form, 19	
Set Up in Ajera	
Key/Security Code Assigned	
Driver Insurance	
Handbook Acknowledgements	