

New Hire
Employee Information Sheet

Last Name: _____

First Name: _____

Middle Initial: _____

Social Security Number: _____

Address-

Street: _____

City: _____

State, Zip Code: _____

Phone Number: _____

Birth Date: _____

Hire Date: _____

Marriage Status: _____

Number of Dependents: _____

EMAIL ADDRESS: _____

(For Office Use Only)

Checklist

- Job Application
- NJ W4
- Federal W4
- I-9
- Receipt of Handbook
- Receipt/Review of Harassment Video
- Direct Deposit

ID Number: _____