



New Hire Information Form

Personal Information

1. Full Name (First, Middle, Last): _____
2. Date of Birth: _____
3. Social Security Number: _____
4. Home Address: _____
5. City, State, ZIP: _____
6. Cell Phone Number: _____
7. Email Address: _____

Employment Information

1. Congregation/City: _____
2. Job Title: _____
3. Hire Date: _____
4. Department: _____ Manager/Supervisor: _____
5. Full-Time / Part-Time: Full-Time _____ Part-Time _____
6. Work Schedule (example, M, W, F): _____
7. Estimated Hours Worked per Week: _____
8. Estimated Annual Hours: _____
9. Background Check Completed (Y/N): _____

10. Handbook Acknowledgement Form Signed (Y/N): _____

Payroll Information

1. Pay Type: Hourly_____ Salary_____
2. Hourly Rate or Annual Salary: _____

Tax Information

1. Federal W-4 Form Completed (Y/N): _____
2. State W-4 Form Completed (Y/N): _____
3. Local Tax Applicable? (Y/N): _____
4. I-9 Form Completed (Y/N): _____
5. Work Authorization Status (e.g., US Citizen, Green Card, Visa Type): _____