

**WAGE AND STATUS**

**NEW EMPLOYEE INFORMATION FORM**

BENEFITS ELIGIBLE:  YES  NO

**GENERAL INFORMATION**

<b>First Name</b>		<b>Middle Initial</b>		<b>Last Name</b>		<b>Suffix (Jr, Sr, III, etc.)</b>	
<b>Social Security Number</b>		<b>Date of Birth</b>		<b>Gender</b>		<b>Marital Status</b>	
- -				F__ M__		Single__ M__ W__ D__ Sep. __	
<b>Spouse First Name</b>		<b>Spouse Middle Initial</b>		<b>Spouse Last Name</b>		<b>Spouse Date of Birth</b>	
<b>Address</b>			<b>Address Line 2 (if needed)</b>			<b>Emergency Contact</b>	
<b>City</b>		<b>State</b>	<b>Zip</b>	<b>Home Phone Number/Cell</b>		<b>Phone Number</b>	
				( ) -		( ) -	

**JOB INFORMATION**

<b>Job Title/Job Code</b>		<b>Supervisor Name</b>		<b>Location</b>		<b>Department</b>	
/							
<b>Hire Date/ Effective Change Date</b>		<b>Work Location</b>		<b>Annual Salary/Hourly Rate</b>		<b>Full Time Hourly__ F/T Salary__ Part Time_ Per Diem__</b>	
						Bi-Weekly Hours _____ Night shift? Yes__ No__	

**EDUCATION INFORMATION**

<b>Highest Degree Obtained or Coursework Completed</b>				<b>Major / Course of Study / License</b>			
GED__ High School__ Professional__ Technical__ Military__ University/College__ Graduate School__ Post Graduate School__							
<b>Start Date</b>	<b>End Date (Graduation)</b>	<b>School / Institution</b>		<b>Degree Completed</b>		<b>Degree Received</b>	
				Yes__ No__		Diploma__ BA__ BS__ MSW__ Other (please specify) _____	

**OTHER KEY INFORMATION**

<b>A. Ethnic Origin</b>			<b>B. Military Status</b>		
American Indian/Alaskan__ Asian or Pacific Islander__ Black/Not Hispanic__ Hispanic__ White/Not Hispanic__			Inactive__ Active__ Retired__ Inactive Reserve__ Reserve__ On Call__		
<b>C. Veteran Status</b>		<b>C1. Disability/Date of Disability</b>		<b>D. Type of Position- W-11 Information- Check one</b>	
Special Disabled__ Vietnam-era Veteran__ Other Veteran__ Non-Veteran__		Yes__ No__		<input type="radio"/> New position <input type="radio"/> Filled existing position that was vacated by an employee who left voluntarily or for cause <input type="radio"/> Neither statement applies	

**TO BE COMPLETED BY PAYROLL**

<b>Employee Number</b>		<b>Position Number</b>		<b>Bi-weekly/Hourly Rate</b>		<b>Entered By</b>	<b>Date</b>

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_