

# HR START-UP SHEET

Employee Name

Social Security Number

E-Mail Address

Address: Street, City, State, Zip

Telephone (Cell)

Sex  Female  Male D.O.B

Marital Status

Name of spouse

Emergency Contact (EC)

Relationship

(EC) Address

(EC) Telephone

## POSITION DETAILS

Date of Hire

Rate of pay

Exempt  Full-time  Part-time  Seasonal

Job Title

Dept.

Reports to

Hours per week

### Seasonal / Temporary Labor -

I hereby acknowledge that I am being retained as seasonal/temporary laborer by R.L. Baxter Building Corporation, and I have not been given or offered full time or Part-time Employment.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## COMPANY PROPERTY USED

Office Key(s): \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Company vehicle: \_\_\_\_\_

Tools: \_\_\_\_\_

Other: \_\_\_\_\_

Additional Info: \_\_\_\_\_