



## New Hire Request form

Is this a re-hire?    Yes                      No

New employee Information:

- Name:
- Phone number:
- Full address (include apt #, city and zip code):
- Email address:

Job information:

- Location/Division Name:
  - Pay rate:
  - Start date:
  - Supervisor:
  - Which Checklist?      English                      Spanish
  - Is this a Part-Time or Full-Time Employee?      Part-Time:                      Full-Time:
- |  |            |            |
|--|------------|------------|
|  | (Less than | (More than |
|  | 30 hrs     | 30 hrs     |
|  | weekly)    | weekly)    |
- Documentation:

Documentation:

Did you see the documents in person before emailing them to the office?

Yes                      No

**Complete and send this form, with all the documentation (verified) to [hr@simplyrightinc.com](mailto:hr@simplyrightinc.com)**