

New Hire Information Collection Form

Employee Information

First name _____

Last name _____

Home phone _____ Cell phone _____

Maiden name _____

Personal E-mail Address (required to access some benefits) _____

Social security number _____ - _____ - _____

Date of birth ____/____/____ Gender _____

Home Address _____

City _____ State ____ Zip _____

Citizenship Status ☐ US Citizen ☐ Permanent Resident ☐ Alien Authorized to Work

Ethnicity (for EEO reporting purposes) ☐ Hispanic or Latino ☐ White ☐ Black or African American ☐ Asian
☐ Native Hawaiian or Other Pacific Islander ☐ American Indian or Alaska Native ☐ Two or more races

Veteran Status ☐ Vietnam Era ☐ Disabled Veteran ☐ Not a Veteran

Primary Language _____

Secondary Language _____

Emergency Contact Information

Name _____

Relationship _____

Street _____

City _____ State ____ Zip _____

Phone _____

Alternate Phone _____

INFORMATION ABOVE TO BE COMPLETED BY EMPLOYEE – PLEASE PRINT LEGIBLY

INFORMATION BELOW TO BE COMPLETED BY EMPLOYER

Hire date _____

Location _____ ☐ Parish ☐ School

Employee type (Refer to policy 201 for definitions and benefit eligibility details)

☐ Regular full-time ☐ Regular part-time ☐ Part-time less than 20 hrs/wk ☐ Temporary ☐ Contract

Federal Status ☐ Married ☐ Single **# of Exemptions** _____
Hours per week _____

Workers Compensation Code _____

Department _____

Labor Distribution Code _____

Manager _____

Admin% _____ **Ministry%** _____

Position title _____

Pay Rate _____ ☐ Hourly ☐ Salary

Standard Work Hours _____ to _____

Standard Work Days S Su M T W Th F
(circle all that apply)

Vacation accrual rate ____ **Accrual Start Date** _____

Years of prev experience credited _____

Benefits information

*Employee benefit elections and payroll deductions (with the exception of 403b) are handled through the Benefit Focus Online System (Charlestandiocese.hrintouch.com). See Benefit Summary Information (also located in New Hire Packet) for more information.

403b Retirement Plan Enrollment

*Retirement plan signup and paycheck deductions are now handled through Mass Mutual's online system (Retiresmart.com). See Benefit Summary Information (also located in New Hire Packet) for more information.

Employee Signature

Date

Department Head Signature

Date

Supervisor Signature

Date