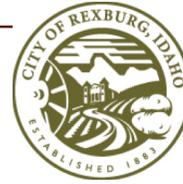


NEW HIRE REQUEST



<u>EMPLOYEE INFORMATION</u>	
Name:	Start date:
Position:	<input type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt
Dept. Head:	
<u>SUPERVISOR</u>	
<input type="checkbox"/> Forward Request and employment application to HR.	
<input type="checkbox"/> Schedule new employee to meet with HR-see below	
Times:	
Pre-hire background check and drug testing:	
WEDNESDAY MORNINGS 8:30-11:00AM OR AFTERNOONS 3:30-5:00PM	
OR BY APPOINTMENT	
New Hire On-Boarding:	
MONDAY MORNINGS 8:00 -11:00AM OR BY APPOINTMENT	
BACKGROUND CHECKS AND DRUG TESTING MUST BE DONE BEFORE EMPLOYEE STARTS WORKING. ALLOW 2-3 DAYS FOR RESULTS.	