



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:

- Job number:
- Pay rate:
- Start date:
- Supervisor:

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 diana@simplyrightinc.com