

JiLLy's EMPLOYEE INFORMATION WORKSHEET

This form must appear as the 1st page of each employee file. Please check off that we have a copy of each of the below items for employee and place it in the same file.

EMPLOYEE LEGAL NAME: _____ DOB: _____
(as it appears on SS card)

NICK NAME: _____ HIRE DATE: _____

TELEPHONE #: _____ EMAIL: _____

ALL EMPLOYEES

- Employee Identification - (drivers license, passport, school ID, etc)
- Social security card
- Completed W-4
- Completed I-9
- Anticipated complete date (last day of work) _____
- Signed Copy of Employee Rules Booklet
- Create a FREE Gmail account if they do not already have one
- Read , Sign and date all Employee documents

UNDER 18 only

- Working Papers
- Parent / Guardian permission slip for job
- Parent / Guardian permission slip for working times

INTERNATIONAL only

- J/1 Visa from embassy
- Papers from host company (Interexchange, CIEE, etc)
- Local Address _____
- Landlord Name _____ Phone #: _____