



Employee Information Sheet

New Hire [TO BE COMPLETED BY TEAM MEMBER *AFTER ACCEPTANCE* OF JOB OFFER]

Change Rehire Termination Store Transfer Wage Change Change of Status

Full Name: _____ Name You Go By: _____

(Must be the same as on Social Security card)

Address: _____ City: _____ State: ____ Zip: _____

Phone Number: (____) _____ - _____

Social Security Number: _____ - _____ - _____ Date of Birth: ____ (Month) ____ (Day) ____ (Year)

Race: American Indian or Alaskan Indian Asian or Pacific Islander Black

Hispanic White

Sex: Male Female Marital Status: Married Single

NAME OF PERSON TO CONTACT IN CASE OF EMERGENCY:

Name: _____ Phone Number: (____) _____ - _____

Address: _____

TO BE COMPLETED BY RESTAURANT GENERAL MANAGER:

Date of Hire/Rehire/Transfer: _____ Store #: _____ Wage: \$ _____ Hour Month

Position: Server Cook Management Full-Time Part-Time

All Terminations must be explained in the space below: Date: _____ Last Day Worked: _____

Voluntary Quit/Resignation Discharged Eligible for Rehire Not Eligible for Rehire

SIGNATURES: Team Member: _____ Supervisor: _____

Date: _____