## Employee Cover Sheet

# IPW, INC.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | | |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  |
| Last | | | | | | | | | | | | | | | | | | | | | | | First | | | | | | | | M.I. |
| Address: | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| Street Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # |
|  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | State | | ZIP Code |
| Home Phone: | | | | | | ( ) | | | | | | | | | | | Alternate Phone: | | | | | | | | ( ) | | | | | | |
| E-mail Address: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Social Security Number or Government ID: | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Birth Date: | | |  | | | | | | | | | | Marital Status: | | |  | | | | | | | | | | | | | | | |
| Checklist for Completion:  Applicant Assessment ----Authorization for release of Information-----  Background Check----  Bylaws---  Copy of Drivers License----  Copy of Social Security Card----  Cover Sheet-----  Employee Emergency Information----  Interview Notes—  Letter----  Photo Consent Form---  Request for approval to hire—  Telephone Reference Check Form---  Time Sheet---  Verification of Previous Employment--- | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | |  | | | | | | | |  | | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Job Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Title: |  | | | | | | | | | | | | | | | | Employee ID: | | | | | |  | | | | | | | | |
| Supervisor: | | | |  | | | | | | | | | | | | | | Department: | | | | |  | | | | | | | | |
| Work Location: | | | | | | | |  | | | | | | | E-mail Address: | | | | | | | |  | | | | | | | | |
| Work Phone: | | | | | | | ( ) | | | | | | | | | | | | Cell Phone: | | | | ( ) | | | | | | | | |
| Start Date: | | | |  | | | | | | | | | | | | | | | | | | Salary: | $ | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Emergency Contact Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | |  | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  | |
|  | | Last | | | | | | | | | | | | | | | | | | | | | | First | | | | | | M.I. | |
| Address: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | Street Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
|  | | City | | | | | | | | | | | | | | | | | | | | | | | | | | State | | ZIP Code | |
| Primary Phone: | | | | | | | | | ( ) | | | | | | | | | | | | Alternate Phone: | | | | | ( ) | | | | | |
| Relationship: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |