## Employee Cover Sheet

# IPW, INC.

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| --- |
| 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: |  |