



NEW HIRE INFORMATION

Employee Information

Full Name: _____
Last First M.I.

Address: _____ **Apt/Unit#:** _____

City: _____ **State:** _____ **Zip:** _____

Cell Phone: _____ **Alternate Phone:** _____

Email: _____ **DOB:** _____

Compensation

Start Date: _____ **Employment:** ☐ Full Time ☐ Part Time

Job Title: _____ **Manager:** _____
(Person responsible for hours approval)

Division: _____

Starting Wage: _____ ☐ Per Hour ☐ Per Year (Salary)

PTO Accrual Rate (choose one): ☐ 0.04/hr. (10days/yr) ☐ 0.04839/hr. (12days/yr) ☐ 0.06122/hr. (15 days/yr) ☐ 0.0833/hr. (20 days/year)

Cell Phone Stipend: ☐ Yes ☐ No

Requirements and Clearance

☐ Vehicle Access/MVR ☐ ASAP ☐ Background Check
☐ DISA ☐ Annual 4/10 Agreement ☐ TWIC: ☐ Have ☐ Need
☐ Refinery Access _____ (specify refinery)

Company Email: @pacificfs.net @gmail.com

Equipment to Issue

☐ Keys/Access Cards ☐ Electronic Equipment (☐ Laptop / ☐ Tablet / ☐ Phone)
(Circle all that apply)

☐ Corporate Credit Card ☐ Business Cards ☐ Company Vehicle

Store Account Access

☐ Bay City Supply ☐ Hardware Sales ☐ Lynden Sheet Metal
☐ Bellingham Millworks ☐ HD Fowler ☐ RDS
☐ Birch Equipment ☐ HERC ☐ Sherwin Williams
☐ Gensco ☐ Johnstone ☐ Thermal Supply
☐ Ferguson ☐ Keller Supply ☐ Todhunter Brothers Glass

Authorized By

Hiring Manager: _____ **Signature:** _____ **Date:** _____

Director: _____ **Signature:** _____ **Date:** _____

All new hires must have their eligibility to work verified by Payroll within three business days of their first date of work. Please complete and return this form to **Marin Schy** at marin.s@pacificfs.net
You will receive a notification once an onboarding/verification appointment has been scheduled.