Employment Information Please Print

First Name:		Middle Initial:	Last Name:	
Address:			City:	Zip Code:
Social Security #:	Sex:	Date of Birth:		Date of Hire:
Drivers License Number:			Expiration Date:	
Email Address:			Phone Number:	

1. Federal Filing Status:
____ Single   ____ Married   _____ Number of Allowances   _____ Tax Exempt

2. State Filling Status:
____ Single   ____ Married   _____ Number of Allowances   _____ Tax Exempt

Direct Deposit Information:

Bank Name:		Account Type:		Checking		Saving
Routing Number:		Account Number:				
<mark>Payroll is done bi-weekly.</mark>						

ADP is the system used for payroll. You can access your paystubs by login on to http://www.myaccess.adp.com. You will need to utilize the email address you provided to setup your my ADP access. You will receive an email from ADP to setup your my ADP access.

Staff Availability
*all staff must be available to work every other weekend

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1st Shift							
2nd Shift							
3rd Shift							

Information Completed by Program Manager or Director:

Pay Rate: _____ Hourly   Work Site: _____

Fax Completed Form: 262-505-6287