



Employee Orientation Summary Sheet

TO BE COMPLETED BY HR:

File Number: _____

Date of Hire: _____

Pay Rate: _____ Pay Group: _____

Personal Data:

Social Security Number: _____

Last Name: _____ First Name: _____

Nickname: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone Number: _____

Gender: Male Female

Date of Birth: _____

Home E-mail: _____

EEOC Information:

Race: Caucasian African-American Hispanic Asian/Pacific Islander Alaskan/Native American

Emergency Contact:

Name: _____

Work Phone Number: _____

Home Phone Number: _____

Information for TechProse Business Cards:

Email Address: _____

Phone: _____

Acknowledgment of Receipt of Temporary Employee Handbook:

I _____ have read the TechProse Temporary Employment Handbook found at <http://www.techprose.com/webforms/TEM.pdf>.

Signature: _____ Date: _____