



## 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: \_\_\_\_\_

Relationship: \_\_\_\_\_

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: \_\_\_\_\_