

**DOMUS KIDS, INC**

NEW HIRE FORM

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Gender \_\_\_\_\_

Start Date: \_\_\_\_\_

Program: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

Annual Salary: \_\_\_\_\_ or Hourly Rate: \_\_\_\_\_

Estimated hours/week: \_\_\_\_\_

Full time (Y or N) \_\_\_\_\_

Will position drive agency vehicles? Y  N  If yes: V Endorsement required for driving? Y  N

Required technology and keys:

Email needed? Y  N  If yes select lists below:

Phone: Y  N

Full time employees: Y  N

Computer: Y  N  – desktop or laptop \_\_\_\_\_ Domus staff email list: Y  N

Tablet: Y  N  Lockwood dist. Group: Y  N

Hot spot: Y  N

FOB: Y  N  \_\_\_\_\_

Other (keys etc.): \_\_\_\_\_

Submitted by: \_\_\_\_\_

Approvals:

Exec. Dir. or Assoc. Exec Dir.: \_\_\_\_\_

CFO: \_\_\_\_\_