



CULTURETRUST EMPLOYEE INFO FORM

Employee Info Form Please complete all sections of this form, New Hire Request Form, Employment Agreement or Contractor Agreement, a W-4 Form and an I-9 Form with photocopies of employee's I.D. No paycheck can be prepared without the appropriately completed paperwork submitted to CultureTrust.

Employee Section: Personal Information

Name: _____ Social Security #: _____
 Date of Birth: _____ Gender: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone#(cell): _____ Phone#(home): _____
 Emergency Contact Name: _____ Emergency Contact Phone#: _____
 Relationship to you: _____

I certify that the above information is correct and that I DO/DO NOT (check one) currently work for any other CultureTrust project.

If yes, the project name is:

Employee Signature: _____ Date: _____

Employer Section: Employment/Compensation

Project Name: _____
 Hire Date: _____ Job Title: _____
 Hourly Rate: _____ Hours per week: _____
 This hourly rate IS/IS NOT (check one) based on an annual salary. Yes No
 Gross annual salary: _____



Does the work that this person is performing require special bonding or insurance?

Is this a new position or a replacement?

Is the I9 form completed and attached?

Is their W-4 form completed and attached?

Project Director Read & Sign:

I have checked this form for complete information and verified the employee's ID.

Project Director Signature:

Date:

CW Community Director Signature:

Date:

CW Finance Manager Signature:

Date:

President Signature:

Date: