

# NEW HIRE NOTICE FORM



## ROMAN CATHOLIC DIOCESE

School/Parish Location \_\_\_\_\_  
 Benefit Manager Name \_\_\_\_\_  
 Benefit Manager Phone \_\_\_\_\_

Employee Name

SSN#  Date of Hire  Benefit Effective Date

Regular Scheduled Hours/Week:  Up to 20  20 up to 27  28 and over  Temporary

Home Address

City  State  Zip

Email Address Work / Home

Home Phone #  Marital Status  Single  Married

Gender  Male  Female Date of Birth

Family Members	Name	Date of Birth	SSN#
Spouse	<input style="width: 200px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>
Children	<input style="width: 200px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>
	<input style="width: 200px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>
	<input style="width: 200px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>
	<input style="width: 200px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>
Other	<input style="width: 200px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>

Occupation  1st Pay Date

Salary \$  Salary Mode (Hourly/Monthly/Annually)

Number of payrolls per year?  If hourly, how many hours per week?

Signature of Individual Preparing Form \_\_\_\_\_

Date \_\_\_\_\_