**Masonry Tender Training Program**

**New Hire Information Form**

Company:

Address:

City: Zip:

Office Number:

Starting Hourly Wage:

Please list the date your new hire should report to your office:

What time should your new hire arrive at your office?

Should your new hire plan to be at your office all day?

Should your new hire come dressed in their jobsite attire on this date?

What date do you anticipate your new hire would report to a jobsite?

Please list the name of the contact person the new hire should request when they arrive at your office:

Please list the documents/items your new hire must bring with them when they report to your office on the date listed above:

If your new hire has questions regarding his/her starting date, job etc., please list below the name, phone number and email address for the contact person in your firm the new hire can contact:

Name:

Phone:

Email:

Please list below any other information your new hire should be aware of.