

# New Hire Information Sheet

What payroll needs on file before a new starter walks in: legal name, home address, date of birth, the agreed start date, and the title they were hired into.

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|                   |                      |
|-------------------|----------------------|
| Full legal name * | <input type="text"/> |
| Email *           | <input type="text"/> |
| Phone             | <input type="text"/> |
| Home address *    | <input type="text"/> |
| Date of birth     | <input type="text"/> |
| Start date        | <input type="text"/> |
| Position or title | <input type="text"/> |