



New Hire Information

Date: _____

Company Name: _____

Client #: _____

Social Security Number #:	Home Phone:
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First Name:	Middle Initial:	Last Name:
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Birth Date:	Email Address:
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Address: _____

City:	State:	Zip Code:
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Emergency Contact Name:	Phone:
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I understand that DHR Operations, LLC ("DHR") is a full service human resource company that provides certain human resources assistance to my employer (the Company). Under this arrangement, I understand that both DHR and the Company have the right to hire, terminate and/or discipline me. I also understand, however, that the Company retains the right to direct and control my employment on a day to day basis and remains at all times my direct, worksite employer, whereas DHR is my administrative employer. I further understand and agree that my employment with the Company is at-will, which means that either the company or DHR or I can terminate my employment at any time with or without cause or notice. If a separation of employment occurs, I understand and agree that I am to immediately notify DHR. If I do not notify DHR at 480.941.5588 of a separation, I am exercising my right to terminate employment. I understand that my failure to call DHR may affect my ability to collect unemployment. I understand my worksite employer is solely responsible to pay all wages, bonuses, commissions, severance pay, deferred compensation, profit sharing, vacation, sick, or other paid time off pay or for any other pay or benefit(s) for which DHR has not received payment for such items from my worksite employer. I understand and agree that the at-will nature of my employment can only be modified by an express written agreement signed by the President of the Company.

Employee Signature 

SECTION TO BE COMPLETED BY HIRING EMPLOYER (DHR CLIENT)

Original Hire Date:	Job Title:	Time Clock/Employee#:
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DHR Hire Date:	Location:	Dept./Job:
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Pay Rate:	Hourly	or	Salary per _____	W/C Code:
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Employment Classifications:	Exempt	Non-Exempt	Full-Time	Regular Part-Time	Temporary
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Benefit Group: (i.e, Executive, Standard, Hourly) _____ (if applicable)

Did you verify the following forms have been completed and signed?

- I-9 Verification
- Federal withholding form
- State withholding form, (if applicable)
- Direct Deposit form including voided check
- Child Support/Garnishment, (if applicable)

Client Signature: _____

Date: _____

Date Entered: _____ BY: _____ Client #: _____



DIVERSIFIED HUMAN RESOURCES

Voluntary EEO-1 Survey

Your employer is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, your employer invites its employees to voluntarily self-identify their race or ethnicity. Submission of this information is **voluntary** and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When information is reported, data will not identify any specific individual.

Name (Please Print)

Last: _____ First: _____ M.I.: _____

Social Security Number: _____ Date: _____

Sex: Male Female

Race/Ethnic Group:

Part A:

Are you Hispanic or Latino? Yes No

If you answered "Yes" to the above question, please stop here. If you answered "No" to the above question, please continue to Part B.

Part B:

Please mark all of the following you choose to identify with:

- | | |
|---|-----------------------------------|
| White | Asian |
| Black or African American | American Indian or Alaskan Native |
| Native Hawaiian or Other Pacific Islander | Two or More Races |

-OR-

I prefer not to disclose this information



EMPLOYER USE ONLY BELOW THIS LINE

PART I: If the employee declines to self-identify, please provide the following information, based on a visual survey and/or review of employment records:

Sex:

- Male**
- Female**

Race/ Ethnic Group:

Hispanic or Latino?

- Yes**
- No**

-OR-

- White**
- Black or African American**
- Native Hawaiian or Other Pacific Islander**
- Asian**
- American Indian or Alaskan Native**
- Two or More Races**

PART II: Please check the one Occupational Job Category that the employee spends 50% or more of the workday:

Officials and Managers:

- Executives/Senior Level Officials and Managers**-Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of the organization for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies. Residing in the highest levels of the organization, these executives plan, direct or coordinate activities with the support of subordinate executives and staff members.
- First/Mid-Level Officials and Managers**-Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. These managers receive direction from the Executive/Senior Level management and typically lead major business units.

All Other Employees:

- Professionals**-Most jobs in this category require bachelor and graduate degrees, and/or professional certifications. In some instances, comparable experience may establish a person's qualifications.
- Technicians**-Jobs in this category include activities that require applied scientific skills, usually obtained by post secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required.
- Sales Workers**-These jobs include non-managerial activities that wholly and primarily involve direct sales.
- Administrative Support Workers**-These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings.
- Craft Workers**- Most jobs in this category include higher skilled occupations in construction (building trades, craft workers and their formal apprentices) and natural resource extraction workers.
- Operatives**-Most jobs in this category include intermediate skilled occupations and include workers who operate machines or factory-related processing equipment. Most if these occupations do not usually require more than several months of training.
- Laborers and Helpers**- Jobs in this category include workers with more limited skills who require only brief training to perform tasks that require little or no independent judgment.
- Service Workers**-Jobs in this category include food service, cleaning services, personal service, and protective service activities. Skills may be acquired through formal training, job-related training or direct experience.

COMPLETED BY: _____
(Name of Employer Representative)

Date: _____

