



NEW HIRE/REHIRE AUTHORIZATION FORM
To be completed by the Hiring Manager

Last Name: _____ Legal First Name: _____ Middle Initial: _____

Preferred First Name: _____ Job Title: _____

Employee Start Date: _____ Manager/Supervisor: _____

Hiring Status:	<input type="checkbox"/> New Hire	<input type="checkbox"/> Rehire	
Location:	<input type="checkbox"/> Brandywine	<input type="checkbox"/> Katy	<input type="checkbox"/> Woodlands
	<input type="checkbox"/> Blankenbaker	<input type="checkbox"/> Jeffersonville	<input type="checkbox"/> Northgate <input type="checkbox"/> Riverview
FLSA Status:	<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	<input type="checkbox"/> Full-Time (30 or more hours per week)
	<input type="checkbox"/> Part-Time		
Estimated Weekly Hours: _____			
Pay Rate:	<input type="checkbox"/> Hourly (non-exempt):	<input type="checkbox"/> Bi-Weekly Salary (exempt):	
	\$ _____	\$ _____	
Hire Source:	<input type="checkbox"/> Xscape Website	<input type="checkbox"/> Indeed	<input type="checkbox"/> Referral By: _____

To prevent any delay in processing, please make sure that all necessary fields have been completed accurately.

Hiring Manager signature: _____

Date: _____

Human Resources signature: _____

Date: _____