

Important: The electronic version of this document found on the GW Sharepoint is official. All printed versions are uncontrolled copies

NEW EMPLOYEE INFORMATION SHEET

Purpose: All employees are required to complete the following information for our Human Resource records which will be kept at Head Office in Chicago. We require all documentation on the first day of employment with Gebruder Weiss, Inc., USA.

- 1. Full Name
- 2. Title
- 3. Salary
- 4. Branch
- 5. Start Date/...../..... (month/day/year)
- 6. Date of Birth/...../..... (month/day/year)
- 7. Contact Phone No #-.....-.....
- 8. Emergency Contact – USA Name..... Phone.....
Relationship.....
- 9. Emergency Contact – Other Name..... Phone.....
Relationship.....
- 10. Home Address
.....
CityState.....Zip
- 11. US Social Security # /..... /.....
(We will not be able to pay you until we receive this number)
- 12. Please notify Human Resources of any changes to your personal information i.e., bank details, tax codes, phone numbers or address etc., this must be in writing to make the changes effective