

PLEASE WRITE NEATLY

LINDA WESTON PERSONNEL, INC.



1700 West Big Beaver Road, Suite 240
 Troy, Michigan 48084
 (248) 643-0076 Office (248)643-6119 Fax

EMPLOYEE INFORMATION SHEET

NAME _____

PHONE NUMBER _____

CELL NUMBER _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMERGENCY CONTACT _____

EMERGENCY NUMBER _____

EMAIL ADDRESS _____

PLEASE COMPLETE AND FAX BACK A.S.A.P

248-643-6119 FAX NUMBER

DO NOT WRITE BELOW THIS LINE

FOR COMPANY USE ONLY

ASSIGNMENT INFORMATION		PAY RATES		BILL RATES	
TASK		GOV1 GOV2		HOURLY \$	
BOSS		HOURLY \$		OVERTIME \$	
CLIN#		HOLIDAY \$		OTHER \$	
PO #		OVERTIME \$		OTHER \$	
OTHER					
		TIME DATA CREATE PAY			

I-9 EMPLOYMENT AUTHORIZATION		EXEMPTION STATUS TAXES			DIRECT DEPOSIT	
CASE VERIFICATION NUMBER		FEDERAL			BANK	
		STATE			ACCOUNT	
DATE OF HIRE / /		OTHER			ROUTING	
SS#	- -	OTHER			Chk/Sav	

CUSTOMER ITEM LIST

TYPE	ITEM NAME/NUMBER	DESCRIPTION	BILL RATE	ACCOUNT
SERVICE				HOURLY

NOTES