

ACME CORPORATION

Human Resources — Talent Acquisition

New Hire Intake Form

Form HR-NHI-001 | Rev. 04/2024

Complete all sections. Fields marked with * are required.

SECTION 1: PERSONAL INFORMATION

First Name *	Middle Name	Last Name *
Preferred Name (if different)		Date of Birth (MM/DD/YYYY) *
Personal Email *	Personal Phone *	
Street Address *		
City *	State *	ZIP Code *

SECTION 2: POSITION DETAILS

Position Title *	Department *		
Hiring Manager Name *	Expected Start Date *		
Work Location *	Employment Type		
	Full-time	Part-time	Contract

SECTION 3: EMERGENCY CONTACT

Contact Name *	Relationship *	Phone Number *
Email		

SECTION 4: PRIOR EMPLOYMENT

Company Name	Job Title	Start Date	End Date	Reason for Leaving
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SECTION 5: EDUCATION

Institution Name	Degree	Field of Study
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Graduation Year

SECTION 6: ADDITIONAL INFORMATION

How did you hear about this position?

☐ Job Board	☐ Referral	☐ Company Website
☐ LinkedIn	☐ Career Fair	☐ Other

Do you require any workplace accommodations?

☐ Yes ☐ No

If yes, please describe:

Are you authorized to work in the United States? *

☐ Yes ☐ No

Have you previously worked for Acme Corporation?

☐ Yes ☐ No

If yes, dates of employment:

SECTION 7: ACKNOWLEDGMENT

I certify that the information provided in this form is accurate and complete to the best of my knowledge. I understand that any misrepresentation may be grounds for rejection of my application or termination of employment.

Applicant Signature

Date

FOR HR USE ONLY

Received By	Date Received	Employee ID Assigned
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Notes