

Bourbon County New Hire Form

Name _____

(Print name as shown on Social Security Card)

SSN _____

Email Address _____

(Must have an email address)

Gender _____

Home Address _____

DOB _____

City, State, Zip Code _____

Phone Number _____

Cell Phone _____

Department _____

Ethnicity _____

Driver's License Number _____

Hire Date _____

Emergency Contact Information

I do not wish to provide my Emergency Contact Information at this time.

I have voluntarily provided the above information and authorize Bourbon County and its representatives to contact any of the above on my behalf in the event of an emergency.

Name _____

Relationship _____

Address _____

City, State, Zip _____

Cell Phone _____

Home Telephone _____

Work Telephone _____

Direct Deposit Information - (Attach Voided Check)

Financial Institution Name _____

Routing Number _____

Account Number _____

Amount _____

Choose one

Checking

Savings

Financial Institution Name _____

Routing Number _____

Account Number _____

Amount _____

Choose one

Checking

Savings

I hereby authorize Bourbon County and the financial institution(s) above to deposit my pay electronically to my account each pay period.

Employee Signature

HR Signature

For Office Use Only

Copy SS Card _____

EE ID# _____

Military? _____

Bonded? _____

I-9 Form _____

Hours _____

Elected? _____

Timeclock ID _____

Full or Part-Time Status _____

Rate _____

DL Class _____

Dept # _____

K4 Form _____

W4 Form _____

Acknowledgement _____

KC Life _____

Copy DL _____

KDOL Form _____

Benefits _____

KPERS _____