



New Hire Name _____
 Re-Hire Hire Date _____
 Title _____

Completed By Manager

1. Company: QM Corp Interval MGMT 2. Dept: _____
 3. Location: Corporate Thunderbird R.V. Park North Lake Ridge Sierra
 4. Clock: All Corporate R.V. Park TB Main Gate TB Housekeeping
 North Lake Ridge Sierra Tahoe Chaparral
 5. Pay: \$ 40 Hrs. 8 Hrs. W/Auto - 30 Min. Lunch
 Non-Exempt Exempt (Reason) _____
 6. Schedule: Full-T Part-T Hrs/Wk Temporary Until _____
 Days _____ Time _____ Days _____ Time _____

Signatures _____
 Manager _____ HR _____ Date _____

Completed By Employee

Contact Informaiton

Home Ph _____ Cell Phone _____ D.O.B. _____
 Address _____
 City _____ State _____ Zip _____

Emergency Contact

Name _____ Relationship _____
 Address _____
 City _____ State _____ Zip _____
 Home Ph _____ Cell Phone _____

Employee Signature (review and sign) _____
 Date _____

Completed By Human Resources

License Employee Manager Badge # _____ Employee ID _____
 W-4 Status M S # Exemptions _____ SS # _____ - -
 Direct Dep Yes No Add'l Deduction(s) \$ _____
 (If yes, attach form and voided check)
 W.C. Code # 5645-Carpentry 8810- Office 9052 - Hotel [Incl. All Others]
 RCC _____
 Entry Date _____ Entry By _____ Date To Payroll _____