

# Seasonal Employment Hiring Form

(Revised 02/2018)



Legal Name (First, MI, Last)	Social Security No.
Mailing Address	City, State, Zip
Email Address	Phone No.
Date of Birth (MM/DD/YYYY)	Gender  Male                  Female
Emergency Contact Name	Emergency Contact Phone No.
Ethnicity (choose only one)  <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Two or more races	Last Job Title (Leave blank if this is your first season)  <hr/> New Job Title  <hr/> Start Date (REQUIRED)

**DIRECT DEPOSIT**

***(RETURNING EMPLOYEES ONLY)***

Name of Bank: \_\_\_\_\_ Acct. # \_\_\_\_\_

***(NEW EMPLOYEES AND RETURNING EMPLOYEES WITH NEW BANKING INFO)*** Please fill out a direct deposit form (available at [www.manitowoc.org](http://www.manitowoc.org) under *Forms Licenses & Permits* in the Human Resources section) and include a voided check or bank account verification form.

*\*\*\*Reminder, any direct deposit transaction returned from the banking institution due to closed account or wrong information provided will result in a delay of up to two weeks in receiving your pay. Any fees resulting from this return will be deducted from your pay.*

**TAX FORMS**

***(RETURNING EMPLOYEES ONLY)*** Complete new W-4 and WT-4 form **ONLY** if making changes or if you claimed EXEMPT in previous year.

***(NEW EMPLOYEES ONLY)*** Complete both the W-4 and WT-4 forms (available at [www.manitowoc.org](http://www.manitowoc.org) under *Forms Licenses & Permits* in the Human Resources section.)

**(MANAGEMENT USE ONLY)**

\*Seasonal Employment Hiring Form needs to be filled out for **ALL** seasonals-(new hire, returning, job change)

\*Please provide the Budget Account # if the new position is different than the last position worked:

Act # \_\_\_\_\_

\*PAF Termination rules still apply if a 60 day lapse in employment. Initiate and attach Separation Form.

- HR (No PAF Created )
- Payroll