



Seasonal Employment Hiring Form

(Revised 02/2016)

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) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">White</td> <td style="width: 50%;">Native Hawaiian or other Pacific Islander</td> </tr> <tr> <td>Black</td> <td>American Indian or Alaskan Native</td> </tr> <tr> <td>Hispanic</td> <td>Two or more races</td> </tr> <tr> <td>Asian</td> <td></td> </tr> </table>	White	Native Hawaiian or other Pacific Islander	Black	American Indian or Alaskan Native	Hispanic	Two or more races	Asian		Start Date (if known) <hr/> Job Position
White	Native Hawaiian or other Pacific Islander								
Black	American Indian or Alaskan Native								
Hispanic	Two or more races								
Asian									

DIRECT DEPOSIT
(RETURNING EMPLOYEES)

Name of Bank: _____ Acct. # _____

(NEW EMPLOYEES/RETURNING EMPLOYEES WITH NEW BANKING INFO)

Please fill out a direct deposit form (available at 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)

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

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