

Pahrump Office
Marilynn Gallivan Complex
1981 E. Calvada Blvd. North
Suite 120
Pahrump, NV 89048
Phone: (775) 751-7095
Fax: (775) 751-4284



**Health and Human Services
Director - Karyn Smith**

Tonopah Office
Nye County Courthouse
101 Radar Road
Post Office Box 926
Tonopah, NV 89049
Phone: (775) 482-8125
Fax: (775) 482-7261

New Employer Form

FORM MUST BE FILLED OUT BY HIRING MANAGER OR HUMAN RESOURCES STAFF ONLY

Date: _____

Please be informed that _____ has or may start new employment for

Name of new employee

this company on approximately _____ as a(n) _____.

Date

Position/Title

He/She will be earning \$_____ per hour and will be working _____ hours per week.

The first paycheck will be received on _____.

MM/DD/YYYY

The gross amount of that check will be \$_____. Is this a full check? Yes or No: _____

When is the next check received? _____.

MM/DD/YYYY

If there are any contingency items that the above mentioned employee will need to start work, please list those items below:

Employer Information:

Company Name: _____

Mailing Address: _____

Hiring Manager/H.R. Manager: _____

Telephone Number: _____

Email Address: _____

Information verified by Health & Human Services Staff

Representative: _____

CW Initial