



New Employee Form
For Orchestra Instrumentalist

Please print clearly and e-mail to info@culvercitysymphony.org or bring with you to first rehearsal.

FULL LEGAL NAME (AS LISED ON IDENTIFICATION PAPERS):			
PREFERRED NAME (IF ANY):			
BIRTHDATE:	SOCIAL SECURITY NUMBER:	E-MAIL ADDRESS:	
HOME STREET ADDRESS:		CITY:	STATE: ZIP:
MAILING STREET ADDRESS (IF DIFFERENT):		CITY:	STATE: ZIP:
MOBILE PHONE:	TEXT: <input type="checkbox"/> NO <input type="checkbox"/> YES	OTHER PHONE:	CIRCLE ONE: HOME WORK OTHER
INSTRUMENT(S):		PREFERRED METHOD OF CONTACT: <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Text <input type="checkbox"/> Other:	
SIGNATURE:			DATE:

Please note the following steps are needed in order to finish the hiring process:

- Print, complete and bring an I-9 Form (located on Employee Portal) with ***unexpired*** verification documents (see pg. 3) to the first rehearsal
- Print, complete and bring the Federal W-4 Form (located on the Employee Portal) to the first rehearsal - *if you want other than "Single" with "Zero Deductions" withholding*

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 FOR OFFICE USE ONLY

Start Date _____ W/H Complete _____ Employee Handbook _____
 CalSavers Registered _____ Union Member _____ I-9 Complete _____