Employee Hire Form

1. First and Last name of employee

First Name: _____   Last Name: _____

2. Date hired   _____/_____/_____

3. Is the employee going to be getting any company cellphone, tablet, or laptop? (Circle one)   **Yes / No**

   If yes, provide the username(s) and password(s) the employee is going to use for those items:

Username: _____   Password: _____

4. Does the employee need email on the cellphone, tablet, or laptop? (Circle one)   **Yes / No**

   If yes, provide the email address and password they want to use:

Username: _____   Password: _____

5. Will the employee be bringing their personal cellphone, tablet, or laptop? (Circle one)   **Yes / No**
   Will the employee need email on their personal cellphone, tablet, or laptop? (Circle one)   **Yes / No**

   If yes:

Username: _____   Password: _____

6. Will the employee need to be in any software, applications, websites, vendors, or any other services that require a username(s) and password(s) at the company? (Circle one)   **Yes / No**

   If yes, then provide the username and password they would like to use for each:

Application:_____Username: _____   Password: _____

Application:_____Username: _____   Password: _____

Application:_____Username: _____   Password: _____

Application:_____Username: _____   Password: _____

Application:_____Username: _____   Password: _____

1. First and last name of employee

First Name: _____ Last Name: _____

1. Date leaving?   _____/_____/_____

2. Did the employee receive a company cellphone, tablet, or laptop? (Circle one)   **Yes / No**

    If yes, provide the username(s) and password(s) that employee used for those devices:

Username: _____ Password: _____

3. Did employee have an email account on that cellphone, tablet, or laptop? (Circle one)   **Yes / No**

    If yes, provide the email address and password they used:

Username: _____ Password: _____

4. Did they bring their personal cellphone, tablet, or laptop? (Circle one)   **Yes / No**

    If yes, did employee use company email on their personal devices? (Circle one)   **Yes / No**

Username: _____ Password: _____

5. Does any company property on personal devices need to get erased? (Circle one)   **Yes / No**

    If yes, please provide what is needed to be erased:

_____

6. Was the employee in any software, applications, websites, with vendors, or any other service that required a username(s) and password(s) at the company? (Circle one)   **Yes / No**

    If yes, then provide the username and password used for each:

Application:_____Username: _____ Password: _____

Application:_____Username: _____ Password: _____

Application:_____Username: _____ Password: _____

Application:_____Username: _____ Password: _____

Application:_____Username: _____ Password: _____