

# New Employee Information

Dana Kepner Company, Inc.

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Western Industrial Supply, LLC.



## Personal Information

Branch:

Department/Position:

Other Position (if applicable):

Form Routing:

1. Steve Anderson/IT

2. Sheri Mitchell/Sxe

3. Sonja Jackson/Admin

Date of Hire:

Birth Month:

Day:

Employee Name:

First

Last

Address:

City:

State:

Zip:

Home Phone:

All personal information is maintained in confidentiality and will not be shared with outside sources unless requested by the employee.

## Information Systems Setup

Sxe/Trend

Duplicate Security of:

Default Printer:

Sales Rep Number (If available):

Other

Internet Access:

Email Access: