



Personal Information

Personal Information

Please enter your name as it appears on your Social Security Card.

First Name	Thomas
Middle Initial	
Last Name	Braun
Suffix	
Address	1318 Nancarrow Way
Address 2	
Country	United States
State	California
City	San Jose
Zip/Postal Code	95120
Primary Phone	(669) 292-3314
Secondary Phone	
Marital Status	Single

Direct Deposit

Direct Deposit

All JT4 employees are strongly encouraged to opt into our direct deposit system. When you set up your direct deposit, you must list at least one account. However, you can split your pay amongst as many as three bank accounts.

It takes about two pay periods for the direct deposit to take effect. So, in the meantime, see your local HR representative to pick up your paycheck.

To set up direct deposit for your paycheck, please fill out the form below.

Documents:

- [Bi-Weekly Payroll Schedule](#)



I elect to participate in Direct Deposit. ☒ Yes

To add additional direct deposit accounts, click the "Add Direct Deposit" button below.

The "Remove Last Direct Deposit" will delete all entries for the last direct deposit account that you have entered.

Direct Deposit 1

Financial Institution/Bank Name	Star Credit Union
Account Type	Checking
ABA Routing Number	*****
Account Number	*****
Full Deposit	Yes
Deposit Amount	\$0.00

Emergency Contacts

Emergency Contacts

We need to know who to contact on your behalf in the event of an emergency. Please list the names and contact information, including address and phone numbers, for at least two family members or friends.

To add additional emergency contacts, click the "Add Emergency Contact" button below.

The "Remove Last Emergency Contact" will delete all entries for the last emergency contact that you have entered.

Emergency Contact 1

Primary Contact?	Yes
First Name	Laura
Last Name	Braun
Relationship	Mother
Address	1318 Nancarrow Way

Address 2
Country United States
State** California
City San Jose
Zip Code 95120
Primary Phone (408) 890-0830
Secondary Phone

Licenses and Certifications

Licenses and Certifications

Licenses and Certifications I do not have licenses/certifications

Professional Licenses

License
(If Other, please provide type.)
Other
Date Issued
Date Expires
Issued By

License
(If Other, please provide type.)
Other
Date Issued
Date Expires
Issued By

License
(If Other, please provide type.)
Other
Date Issued
Date Expires
Issued By

Professional Certifications

Certification
(If Other, please provide type.)
Other
Date Issued
Date Expires
Issued By

Certification
(If Other, please provide type.)
Other
Date Issued
Date Expires
Issued By

Certification
(If Other, please provide type.)
Other
Date Issued
Date Expires
Issued By

Policies and Procedures

Policies and Procedures Acknowledgement

We have some other materials for you to read and acknowledge before your first day. When you click on a document it will open in a pop-up window for you to review. Once you've completed reviewing all of the documents, please complete the acknowledgement at the bottom of the screen. If you do not wish to agree to the JT4, LLC policies and procedures as listed, please contact your local HR representative for further instructions.

- [Affirmative Action Policy](#)
- [Code of Business Ethics](#)
- [Employee Code of Conduct Policy](#)
- [Dress Code and Personal Appearance Policy](#)
- [Drug, Alcohol and Substance Abuse Policy](#)
- [Drug, Alcohol and Substance Abuse Screening Procedures](#)
- [Employee Personal Relationships Policy](#)
- [Equal Employment Opportunity Policy](#)
- [Holidays Policy](#)
- [JT4 Payroll Schedule](#)
- [Sexual Harassment – Harassment Policy](#)
- [Smoking and Tobacco Use Policy](#)
- [Time Recording Policy](#)
- [Workplace Violence Policy](#)

I hereby acknowledge and agree to the JT4, LLC policies and procedures listed above.

To the Above I Agree

Electronic Signature

Electronic Signature

ELECTRONIC SIGNATURE: Please type your name as it is listed in the document above:

I testify that this statement is true to the best of my knowledge:

I authorize my Electronic Signature .

Date .

Thomas Braun
Accepted
Mar 7, 2025 08:17 pm