



ATTENTION NEW EMPLOYEES

THIS IS THE ONLY WAY TO REQUEST PAID TIME OFF. THIS FORM MUST BE COMPLETED IN FULL, EVERY LINE PLEASE.
VIEW COMPANY BULLETIN BOARD

YOU WILL RECEIVE AN EMAIL SHORTLY AFTER START DATE WITH LOG IN DETAILS FROM **WWW.WHENTOWORK.COM**

NAME _____

CELL PHONE _____

START DATE _____

DEPARTMENT & POSITION _____

EMAIL ADDRESS _____

Please print clearly

CURRENT ADDRESS _____

CITY _____ STATE _____ ZIP _____

DO NOT TURN IN WITHOUT EMAIL ADDRESS, YOU MUST HAVE AN EMAIL ADDRESS TO WORK HERE.

In consent to receiving occasional business related text or calls

signature

Date

Sharpnack Auto Group

Willard Ohio 44890

revised 03/19