



HireNYC: Human Services - HIRE SHEET

Date: _____ Company Name: _____

Address: _____

Contact Person: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____

In accordance with the Public Assistance Hiring Commitment Rider with ACS and/or DHS and/or HRA, the undersigned has hired:

Name	Social Security #	Job Title	Hire Date	Hourly Wage	Weekly Hours Worked	First Paycheck (Actual or Estimate)	
						Amount	Date
			/ /			\$	/ /
			/ /			\$	/ /
			/ /			\$	/ /
			/ /			\$	/ /
			/ /			\$	/ /
			/ /			\$	/ /
			/ /			\$	/ /
			/ /			\$	/ /
			/ /			\$	/ /

This position will be available to this employee for a period of at least 12 months from the start date, subject to satisfactory performance and our continued ability to fund the position.

The undersigned will notify Business Link if the employee's weekly hours fall below 20 hours per week, below the legally mandated minimum wage or if the employee is terminated.

Contractor Signature: _____

Print Name: _____

MAIL COMPLETED FORM TO BUSINESS LINK 123 WILLIAM STREET, 6TH FLOOR, NEW YORK, NY 10038
OR EMAIL TO HireNYC-HumanServices@hra.nyc.gov
OR FAX TO (212) 791-5830