

Onboarding Check List

Please complete and submit to Executive Director for the purpose of onboarding new employees.

Request Date	New Hire Employee Name (First and Last)		
Position – Title		Instrument /program	
Email	Cell	Rate of Pay	
Social Security Numbe	r		Date of birth
			-
Start Date		Total amount of hours per week	
Assigned School			
Submitted by			Date

 $352\ 7^{\text{th}}$ Avenue , NYC 10001

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Midori & Friends

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