ELTA Logistics LLC

New Hire Personal Information

Complete, review against the example, then sign and date. Do not enter SSN or bank details here.

Legal name

Preferred name

Job title / department

Hire date

Home address

Phone

Personal email

Supervisor

Employee name / office reviewer:

Signature (typed name for draft review):

Date:

Typed entry is not an authenticated e-signature. Use approved signing service for verified signing.

ELTA Logistics LLC

Emergency Contacts

Complete, review against the example, then sign and date. Do not enter SSN or bank details here.

Contact 1 name / relationship

Contact 1 phone

Contact 2 name / relationship

Contact 2 phone

Emergency instructions (optional; no diagnosis required)

Employee name / office reviewer:

Signature (typed name for draft review): Date:

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Handbook and Company Rules Acknowledgment

Complete, review against the example, then sign and date. Do not enter SSN or bank details here.

I received and reviewed the company handbook

I understand attendance, conduct, anti-harassment and reporting rules

I understand company property and confidentiality requirements

I know where to ask policy questions

Employee name / office reviewer:

Signature (typed name for draft review): Date:

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Attendance, Points and Discipline Acknowledgment

Complete, review against the example, then sign and date. Do not enter SSN or bank details here.

I reviewed call-out and attendance procedures

I understand company points are internal, not DMV/DOT points

I understand incidents are reviewed before points are assigned

I understand discipline depends on facts and applicable law

Employee name / office reviewer:

Signature (typed name for draft review): Date:

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Safety and PPE Acknowledgment

Complete, review against the example, then sign and date. Do not enter SSN or bank details here.

I understand task-appropriate PPE and site-specific rules

I will report hazards, incidents and unsafe conditions promptly

I understand no retaliation for good-faith safety reporting

I will not operate equipment without required training

Employee name / office reviewer:

Signature (typed name for draft review): Date:

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Confidentiality, Systems and Electronic Records

Complete, review against the example, then sign and date. Do not enter SSN or bank details here.

I will protect personal, carrier and company information

I will not share passwords or access without authorization

I understand authorized monitoring and record retention policies

I consent to receive employment documents electronically (optional)

Employee name / office reviewer:

Signature (typed name for draft review): Date:

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Pay, Property and Separation Acknowledgment

Complete, review against the example, then sign and date. Do not enter SSN or bank details here.

I received the written pay terms applicable to my role

I understand time reporting and payroll correction procedures

I will return company property when requested

I understand termination procedures do not waive legal rights

Employee name / office reviewer:

Signature (typed name for draft review): Date:

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ELTA Logistics LLC

New Hire Office Completion and Routing Checklist

Complete, review against the example, then sign and date. Do not enter SSN or bank details here.

Employee identity and role confirmed

Handbook provided and receipt signed

All applicable policy acknowledgments reviewed

W-4 and I-9 handled through appropriate secure processes

Pay terms and payroll setup handled securely

Role-specific compliance packet assigned

Completed documents checked against examples and filed

Office reviewer signs only after verifying required items and correct restricted filing.

Employee name / office reviewer:

Signature (typed name for draft review):

Date:

Typed entry is not an authenticated e-signature. Use approved signing service for verified signing.