

STATE OF ALABAMA, DÉPT. OF INDUSTRIAL RELATIONS

NEW HIRE REPORTING FORM (NH-1, Rev 9/97)

EMPLOYER FEIN 636000619 03911

EMPLOYER NAME ADMIN OFFICE OF COURTS

MARK ONE OF THE FOLLOWING BOXES: New Hire Recall Job Refusal

Mark box like this NOT like this

SOCIAL SECURITY NUMBER

FIRST DAY OF WORK
(OR DATE OF REFUSAL)

EMPLOYER REPRESENTATIVE PHONE NUMBER

E - -

M M D D Y Y Y Y

() -

LAST NAME

FIRST NAME

MI

1

STREET NUMBER

STREET NAME OR RURAL ROUTE AND NUMBER

P.O. BOX NUMBER

2

OR

CITY

STATE

ZIP CODE

3

THE ABOVE INFORMATION IS TRUE AND CORRECT

EMPLOYEE Signature _____ Date _____

EMPLOYER Representative Signature _____ Date _____

PLEASE MAKE YOUR CHARACTERS LIKE THE SAMPLES BELOW:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 2 3 4 5 6 7 8 9 0

SECTION E - Employer should enter or verify social security number, first day of work, and whether new hire, recall or refusal. (Job-refusal reports should be completed in their entirety by the employer, including phone number.)

SECTIONS 1, 2, and 3 - May be completed by the employer or employee. Enter employee information indicated on the report form as shown by the example.

The form must be signed by the employee (if available) and the employer (or representative) except for job refusals, which require only the employer's signature.

COMPLETE ONE FORM PER INDIVIDUAL, PRINT IN UPPER CASE LETTERS, WRITE WITHIN THE BOXES, AND USE ONLY BLACK OR BLUE INK.

Employers are required to furnish new hire and/or recall information to the Alabama Department of Industrial Relations, beginning October 1, 1997, within seven (7) days of the first day of work, per Act 97-228, New Hire Act of 1997. This information will be entered into the Alabama Directory of New Hires to help prevent program abuse and to assist the Federal Parent Locator Service, as required by Public Law 104-193. A penalty of up to \$25 may be assessed per failure to report New Hire data. New Hire data should be **MAILED TO:**

Alabama Department of Industrial Relations
New Hire Unit
649 Monroe Street, Room 283
Montgomery, AL 36131-0283

(This form is designed to fit a standard No. 10 windowed envelope.)