



SEASONAL NEW HIRE FORMS

City of Asbury Application

- Complete application and provide a valid email address for your biweekly paystub to be sent to.

Federal W-4 Form

- Complete form; Fill out Step 1 and Steps 2-4 only if they apply to you. Remember to sign & date.

State W-4 Form

- Complete "Employee Withholding Allowance Certificate", remember to sign and date. Page 2 is for your reference only. Page 3 "Employee Information" should be completed by you.

Form I-9 Employment Eligibility Verification

Complete the entire I-9 form with City Clerk/Deputy City Clerk

- Review acceptable forms of documentation AND bring the appropriate forms of identification for verification on or before your first day of employment or prior to first day.

Direct Deposit Authorization Form

- Complete all fields required (for each account), sign and date.
- A Voided Check is required with Direct Deposit Form.

Emergency Contact Form

- Complete employee contact form with emergency contact information and sign.

Payroll Calendar

Payroll Calendar for your reference is included in this packet.

Seasonal Worker Handbook

A copy of the Seasonal Worker Handbook is available to be emailed or printed for your reference. Sign and return the following:

- Employee Acknowledgement Form – Personnel Handbook
- Employee Acknowledgement Form –Internet, Social Media and Email

Please contact Sara Burke or Doug Hummel at Asbury City Hall at 563.556.7106 or email sburke@cityofasbury.com, if you have any questions completing the new hire payroll forms packet.