

NEW EMPLOYEE NOTICE OF EMPLOYER INFORMATION

In accordance with Section 34a of Article II, Ohio Constitution, all employers must provide each newly hired employee with the employer's name, address, telephone number, and other contact information. "Other contact information" may include, where applicable, the address of the employer's internet site on the World Wide Web, the employer's electronic mail address, fax number, or the name, address, and telephone number of the employer's statutory agent. Employees must also be given updates if any of this information changes (OH Rev. Code Sec. 4111.14(E)(1-2)).

EMPLOYEE

Name of Employee: _____ Date of hire: _____

EMPLOYER

Legal Name of Hiring Employer: _____

Other Names Hiring Employer is "doing business as" (if applicable): _____

Physical Address of Hiring Employer's Main Office: _____

Employer's Mailing Address (if different than above): _____

Employer's Telephone Number: _____ Employer's Fax Number: _____

Employer's Internet site on the World Wide Web: _____

Employer's Electronic Mail Address: _____

Name of Employer's Agent: _____ Agent's Telephone: _____

Agent's Address: _____

Other/Additional information:
