



Black Hawk County Building Maintenance

316 E 5th St, Room B-41
Waterloo, IA 50703

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BLACK HAWK COUNTY NEW EMPLOYEE FORM

Employee Name _____

Department _____

Floor/Room _____

Employee start date _____

Replacement?

Yes

Employee Replaced _____

No

PARKING PASS

Location Requested _____

Make/Model _____

Year _____

Color _____

License Plate # _____

KEYS

List areas this employee should have access to:

TELEPHONE

Was their phone previously assigned to a different/former employee?

Yes

If So, who? _____

No

FOR OFFICE USE ONLY

Date Received: _____

Parking Pass Number: _____

Extension: _____

Key Assignment: _____