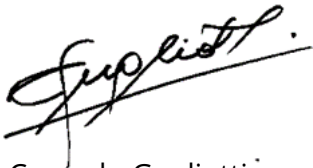


WELCOME

We extend to you a warm personal welcome. To us, you are someone very special and a vital member of the team. We take pride in our employees, as well as the education and services we provide. We consider ourselves leaders in the beauty industry.

We believe in professional standards, the success of this school and its students is in your hands. We know we can count on you to be a contributing part of our dedicated team.
Again, a warm welcome.

Sincerely,



Carmelo Gugliotti
Founder

ONBOARDING

Onboarding at IIC consists of two parts, SignNow (e-sign policies) and ADP (our payroll system)

STEP 1: SignNow is used to collect basic employee information and guide you through required notices as well as IIC's policies and procedures. Once this step is complete you will receive a registration email from ADP.

STEP 2: ADP will collect required employment information including state/federal tax and direct deposit information.

Once these two steps are completed you will have ongoing access to all school policies and required notices at the school and online at www.studyhair.com/employee-resources and you will have access to your payroll and time clock information through ADP.

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EMPLOYEE INFORMATION SHEET

Please take a moment to fill out this employee Information sheet to help with the onboarding process (or if used to update employee information). Thank you!

EMPLOYEE INFORMATION

Legal Name _____

Address _____

Cell Phone _____

Email _____

Date of Birth _____

Social Security Number _____

EMERGENCY CONTACT INFORMATION

Name _____

Relation _____

Cell Phone _____