



**Notification of New Trainee**

Trainee Name: \_\_\_\_\_ Trainee phone Number: \_\_\_\_\_

Report to: \_\_\_\_\_ Starting Date: \_\_\_\_\_  
Supervisor Name

Position for Training: \_\_\_\_\_ Permitted Hours: \_\_\_\_\_

Trainee: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources

Additional Comments:

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**VCBJ CORP DBA Canales Furniture**

3560 W Airport Freeway Irving, TX 75062

Phone: (469) 845-3038 (469) 845-3037 (469) 845-3036 Fax: (469) 845-3035

Email: [irving@canalesfurniture.com](mailto:irving@canalesfurniture.com)