

NEW ALBANY PARKS AND RECREATION DEPARTMENT

NEW HIRE HUMAN RESOURCE PROCESS

- Human Resources office hours are Tuesday 9am-12pm and Friday 1pm-4pm
- Call or email to schedule an appointment with Christina Reising
 - 502-400-5795
 - christina@integrityhr.com
- Must have all of either of the following bullets below:
 - Passport
 - Driver's License and Social Security Card or Birth Certificate
- May also bring a voided check to be set up with direct deposit (preferable)

By following the above instructions and being prepared for your meeting with Human Resources the new hire process should be accomplished in a one-time visit. Thank you!