

NEW HIRE UNIFORM SIZING FORM

For All New Employee's

This is an acknowledgement of sizing and is to be stored in the employee file at the branch level

BEK Branch: _____

Employee Name: _____

Name to be Embroidered on Shirt: _____ (please print)
(no nicknames please and only employees' first name)

PANT SIZE

Waist: _____

Measure is taken at the top of the hipbone over shirt (not over pants) Tape should be held snug not tight.

Inseam: _____

Measure taken from base of the crotch to top of the shoe or boot.

- It is advisable to ask the person being measured how he or she wears their pants. Not everyone wears their pants at the same length or height on their hips.

SHIRTS:

Size: _____

Taken at the fullest point of the chest, keeping tape under arms and around shoulder blades. Hold tape level and firmly but not tight.

JACKETS:

Jacket Size _____

Jacket Chest Size: Taken at the fullest point of the chest, keeping tape under arms and around shoulder blades. Measurement should be taken over clothing preferable over same garment or types of garments to be worn with the jacket.

SUPERVISOR Verification:

I have personally verified the sizing is correct for this employee and that the spelling of the name to be embroidered is correct.

Supervisor: _____

Date: _____