



President Container Group

290 Ballard Road • Middletown, New York 10941

Phone: 845.516.1600

Fax: 845.692.2001

Employee Switch Form

Request Date: _____ Switch From Date: _____ Switch to Date: _____

Employee Looking for Coverage: _____

Printed Name

Signature

Home Machine: _____

Position: _____

Shift: _____

Hours Working: _____

Employee Taking the Coverage: _____

Printed Name

Signature

Home Machine: _____

Position: _____

Shift: _____

Hours Working: _____

Requesting to
Work Double: ☐ YES ☐ NO

Manager/Supervisor approval signature: _____

H.R./VP Operations approval signature: _____

Notes: _____

Corporate Headquarters

200 West Commercial Ave. • Moonachie, NJ 07074 Phone: NJ 201.933.7500 Fax: 201.933.8990 NY: 212.244.0345

Mailing Address: P.O. Box 387 • Wood-Ridge, NJ 07075-0387

