



1st Day Arrival Instructions & Important Information

Work Location: Pratt & Whitney- Asheville

Address: 330 Pratt & Whitney Blvd, Asheville, NC

1st Day Arrival Time: You will need to arrive onsite between **7:45am and 8:00am** to complete the “new hire check in” process before training begins

1st Day What to Bring & Know:

- **Required:** Must show proof of US Citizenship Identification by showing approved US documents to security officer. Copies or Photos of documents are not allowed.

Approved Documents: You are required to have and show one of the following options

- ORIGINAL BIRTH CERTIFICATE & VALID PHOTO ID
- CERTIFIED COPY BIRTH CERTIFICATE & VALID PHOTO ID
- VALID US PASSPORT
- **Required:** Wear your steel/composite toe shoes/boots
- **Review Attachments and Kelly Orientation:** Please review the attached plant safety policy, attendance policy, 1st week agenda, dress code, and Pratt & Whitney- Asheville Visitor Guide before you start working

Arriving at Pratt & Whitney:

- Be sure you have your **Authorized US Citizenship Identification documents** with you to drive onto the property (see above)
- Follow Pratt & Whitney Boulevard until you approach the security gate. **Stay in the right-hand VISITOR lane** as you approach the guard booth (see red arrows in the map image below/attached)
- Tell the Security officer you’re there a new hire Kelly employee starting training today
- After showing your identification to the guard, drive past the guard booth and park near the red star shown on the map below/attached
- The security guard at the booth will point you in the right direction to where you will need to go, please follow the signs and directions given and ask questions if needed

