

NEW HIRE List of Documents

The following documents should be distributed and executed by New Hires:

1. Background Check Verification Release Form
2. Drug Testing Consent Form
3. I-9 Verification of Eligibility to Work
4. Signed Job Acceptance Letter/Offer of Employment
5. Job Description signed copy
6. W-4 Form
7. Emergency Contact Form
8. Confidentiality Wage Statement
9. Direct-Deposit Form
10. Pre-Employment Screening Reimbursement Agreement
11. HR Policy Manual.....signed Signature page (last page of manual)