NEW EMPLOYEE HIRE CHECKLIST
(MUST BE COMPLETED AND APPROVED BEFORE STARTING EMPLOYMENT)

NAME OF EMPLOYEE

DEPARTMENT / OFFICE

☐ Application for Employment

☐ I-9 Form (Employment Eligibility Verification), completed with supporting documentation:
  ☐ Copy of Social Security Card
  ☐ Copy of picture ID

☐ Copy of Employment Authorization Document (In case of Foreign Nationals)

☐ Completed W-4 Form (Please PRINT)

☐ Completed and approved New Hire/Rehire Confirmation Form

☐ ACICS Data Sheet

☐ Drug Free Workplace Policy Sign-off

☐ Resume

☐ Emergency Notification Information

☐ Copy of Educational Credentials - Transcripts and Diplomas (Original Transcripts and/or Evaluations of Foreign Credentials must be requested)

☐ Employment Information Receipt Form

☐ EEOC Self Identification Form

☐ Employment Reference Release Form

☐ Separation and Release Agreement