



NEW EMPLOYEE HIRE CHECKLIST

EMPLOYEE:

1. NEW HIRES

- Job Application
- Job Description
- Copy of Valid Driver's License. DL: _____ Exp. _____
- Copy of Social Security Card
- Copy of Valid Vehicle Insurance.
- Copy of DMV Report
- Confidentiality Agreement
- 1-9 Form
- W-4 Form
- Copy of HS Diploma/GED.
- Drug test results/receipt
- Background Check results/receipt
- Employee Acknowledgement Form
- Direct Deposit (optional)
- Memorandum of Conditional Hire: Driver License
- Memorandum of Conditional Hire: HS Diploma/GED
- Offer Letter
- Copy of CPR: Exp: _____

Administration Verifier

Date