

## CITY OF KENOSHA PRE-EMPLOYMENT CHECKLIST

*The following documents must be completed (after job offer) prior to beginning employment with the City of Kenosha.*

- ✓ Copy of Driver's License
- ✓ Copy of Social Security Card
- ✓ Print and complete W-4 form
- ✓ Print and complete I-9 form
- ✓ Print and complete Direct Deposit form (include voided check or top portion of savings account statement)
- ✓ Read and complete FICA Alternative form (part-time employees only)
- ✓ Complete Emergency Contact form
- ✓ Read City of Kenosha WORK RULES (does not apply to Protective Service employees). Print, sign and return acknowledgment form on last page.
- ✓ Read City of Kenosha SAFETY RULES. Print, sign and return acknowledgment form on last page.
- ✓ Read City of Kenosha HARASSMENT POLICY. Print, sign and return acknowledgment form on last page.