



NEW EMPLOYEE FILE CHECKLIST

- Employment Application/Resume
- Welcome letter (including title, salary, hours, location, etc.)
- 1-9 Form w/copies of ID
- Federal W-4
- State W-4
- Medical insurance forms
- Dental/Life insurance forms
- Photo ID Signature/Received ID
- Key Policy/Key received
- Alarm Policy/code/training
- Photo release sign-off
- TB test documentation submitted
- Copies of Driver's license/insurance card
- Hepatitis B Acceptance/Declination form

Staff Signature

Date

Administrator