

New Hire Form Checklist

Name: _____ SS#: _____

DOCUMENTATION TO RETURN TO OFFICE

- Application for Employment
- I-9 Employment Eligibility Verification
- W-4 Form
- New Employee Information Sheet
- Safety Training Acknowledgement
- Uniform Agreement (if required)
- Employee Handbook: Acknowledgement & Receipt

EMPLOYEE HANDOUTS

- Safety Handout (Injury & Illness Prevention)
- Sexual Harassment Handout
- Conditional Employee? Health conversation

REFERENCES CHECKED BY:

Name: _____ Date: _____

VERIFICATION BY:

Manager or Supervisor: _____ Date: _____