

## EMPLOYMENT CHECKLIST & ACKNOWLEDGEMENT

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Place an "x" in each box for which the form is attached:

### APPLICATION

Must be submitted first for supervisor approval.

1.  P-1 Application for Employment with copy of driver's license or social security card.
2.  P-1(a) Maintenance Checklist and Skills Test (maintenance applicants only).

### CONDITIONAL JOB OFFER

After Supervisor reviews and approves the application

#### Required:

3.  P-1(b) Conditional job offer signed by employee, and police report
4.  P-2 Personnel Action / W-4 Employee's Withholding Allowance Certificate
5.  I-9 Employment Eligibility Verification –with copies of Required ID (1 list A or 1 list B and 1 list C)
6.  P-8 Employment Agreement
7.  Employee received a copy of job description, personnel policies, and workplace safety program.

#### Optional:

8.  P-1(c) Certificate of Pre-Existing Physical Impairment (**only if applicant answered "yes" to medical review questions on the P-1(b) form**)
9.  P-Addendum (Rent Free Apartment) – if applicable
10.  Group Insurance Application (if full-time and at least 25 hours)
11.  Other: \_\_\_\_\_

ALL ABOVE FORMS SUBMITTED MUST BE CORRECTLY AND COMPLETELY FILLED OUT INCLUDING ALL REQUIRED SIGNATURES.

**NOTE:** See Management Handbook / Form Instructions – **PERSONNEL SECTION** for instructions on completing each form.