

# New Hire Checklist

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Name\_\_\_\_\_

Date\_\_\_\_\_

\_\_\_ Application

\_\_\_ E-mail Address Provided

\_\_\_ 'Background Check Waiver' Completed

\_\_\_ Copy of Driver's License

(if employee will be driving company car)

\_\_\_ 'Authorization to Furnish Driving Record' Completed

\_\_\_ W - 4 Completed

\_\_\_ Voided check for Direct Deposit

\_\_\_ I - 9 Completed

\_\_\_ Lunch Waiver Completed

\_\_\_ Cell Phone Usage Policy Signed

\_\_\_ Employee Manual Read & Signed

\_\_\_ T-Shirts

\_\_\_ Starting Wage \$\_\_\_\_\_