

## **D & M - NEW HIRE CHECKLIST**

- Employment Application
- Personnel Information Form
- Interview Guide
- Person Served Interview Guide
- Three Completed Professional References
- Job Description
- Employment Agreement
- Conditional Job Offer
- Confidentiality Agreement
- Personnel Policy Acknowledgement
- Communication Device and Bag Acknowledgement
- Applicant and At Will Acknowledgement
- Code of Ethics
- Corporate Compliance Plan Acknowledgement
- Agency Equipment Form
- Payroll Change Notice
- Direct Deposit Form
- W-4
- State and/or Local Tax Form (if applicable)
- Criminal Conviction and Charges Acknowledgement
- Background Check Authorization/FCRA Disclosure Acknowledgement
- Criminal History Background Check and Continued Employment Acknowledgement
- Vehicle Inspection Form
- Hepatitis B Waiver
- Drug Test Consent
- Emergency Medical Information Form
- Computer Use Agreement
- Standard Operating Procedure Sign Off
- I-9 Form (file in I-9 Binder)

**(File all documents in the personnel file in chronological order with the most recent document on top)**