Employment Packet Checklist

All forms in Employment Packet are **REQUIRED** for all new employees

- **Employment Form** - This Corporation form is *not* included in the packet that specifies your rate of pay and length of service. *This form is to be completed by your Project Director, and must be signed by both the Project Director and the employee.*

- **Position Description**

- **Healthcare Coverage Information Form**

- **Application for Employment** - A copy of your resume in lieu of your employment history is acceptable. Please note all other sections must be completed.

- **W-4 Form**

- **Drug Form**

- **Affirmative Action Form** - This form must be completed and signed even if you choose not to specify your ethnic group.

- **I-9 Form** - Appropriate identification (no copies) must be presented to the Corporation Human Resources Office for review. The Corporation representative (not Project Director) must sign to verify the legitimacy of identification.

- **Designation of Personal Physician & Emergency Contact**

- **Time of Hire Pamphlet (Workers’ Compensation)**

- **Exemption from FICA (Social Security Taxes) Form** – (Optional. See form for eligibility guidelines.)

- **Verification of Driver’s License and Proof of Auto Insurance** - This form is required regardless if you use your automobile for work purposes.

**Other Documents:**

- **Schedule** - Indicates due dates for Employment Forms, Change Forms and Timecards as well as pay dates and holidays for the calendar year

- **Benefits Information** - Information regarding medical, vision, dental, and other benefits for eligible employees is available in the Human Resources Office.

- **Project Personnel Policies** - Currently under revision, visit our website.

- **Direct Deposit Authorization** -- (Optional)

Rehired employee’s must complete new Verification of Driver’s License and Proof of Auto Insurance, W4 Form, Designation of Personal Physician & Emergency Contact, Exemption from FICA (Social Security Taxes) Form (if applicable), and Job Description forms.

If you have questions, please call the Corporation Human Resources Department at (415) 338-2246.