

# HIRING CHECKLIST

Employee Name		Hire Date		
Check If Required	FORM DESCRIPTION	Date Given	Date Rec'd	Date Filed/Sent
	Job Description / Hiring Requirements			
	Application for Employment - Interview Checklist			
	Employment Letter/Hiring Confirmation			
✓	<b>Form W-4: Employee Withholding</b>			
✓	<b>Form I-9: INS Employment Eligibility Verification</b>			
✓	<b>Workers' Compensation Information</b>			
✓	<b>Form DE 2515: Disability Insurance Pamphlet</b>			
✓	<b>Form DE 2511: Paid Family Leave Pamphlet</b>			
✓	<b>Affordable Care Act Notice</b>			
	Initial Notice of COBRA Rights*			
✓	<b>Form DE-34 Report of New Employees</b>			
✓	<b>Sexual Harassment Information Sheet</b>			
✓	<b>Initial Safety Training/ Codes of Safe Practice</b>			
✓	<b>Notice to Employees - Pay Details</b>			
✓	<b>Commission Agreement for Commission Paid Employees*</b>			
✓	<b>Domestic Violence Notice (25+ Employees)</b>			
	Drug Free Workplace Policy			
	Emergency Information			
	Employee Handbook Receipt			
	Credit & Background Check Notices			
	Health Insurance and Benefits Information			
	Property Return Agreement			
	Form DE-4: California Employee Withholding			
✓	“At-Will” Notice and Acknowledgment Receipt*			
	Alternative Dispute Resolution Agreement & Procedure*			
	Exempt Salary Worksheet for Classification			
	Confidentiality Agreement			
✓	<b>For Minors — Work Permit</b>			

Forms in **Bold** are required by law \* Essential at time of hiring for some employees.



# Sample

## HIRING REQUIREMENTS

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All offers of employment are conditioned on completion of the following:

- Satisfactory proof of the applicant's identity and legal authority to work in the United States.
- Verification of work experience, references and education.
- Satisfactory examination of applicant's driving record by **The Company** and its insurer.
- Satisfactory completion of a physical examination and medical lab check including a drug screen.
- Satisfactory completion of physical condition and endurance tests established by job requirements.
- Written understanding that **The Company** has an “at-will” employment relationship.
- Written understanding that **The Company** has an Alternative Dispute Resolution Procedure to resolve termination disagreements.
- Written agreement to reimburse **The Company** for shortages of all cash funds of **The Company** where the undersigned has had exclusive and personal control.
- Written agreement to reimburse **The Company** for non-return of uniform, wearing apparel, tools and/or accessories furnished without charge to the undersigned.

X \_\_\_\_\_  
Employee Signature

Date \_\_\_\_\_

# REQUIREMENTS FOR EMPLOYMENT

*For the following Classification {Name Of Job}*

The following are requirements for employment with the Company:

- Must have a valid Social Security Number;
- Must complete an I-9 form with appropriate documentation establishing right to work in the United States in compliance with state and federal law.
- Must complete a W-4 form;
- Must have completed an employment application;
- If you will drive, you must display a valid driver's license with correct class rating and photograph;
- **PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of **this job**, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This job requires the employee to work at heights that could prove dangerous to an individual with a fear of heights or a physical condition that may cause momentary or short periods of unconsciousness.

Applicant must attest to physical condition, with reasonable accommodation, appropriate to perform the job applied for.

- **INSURABILITY** - All employees must remain insurable under our general liability insurance policy. If any employee is declared uninsurable by our insurance carrier, the employee will immediately be considered ineligible for further employment and will be considered to have voluntarily terminated his/her employment as of the date of notification of uninsurability by the insurance carrier.
- All employees with driving related duties must maintain a satisfactory record. Anyone with excessive tickets or other driving problems will not be retained in employment.
- **DRUG AND ALCOHOL PROGRAM** - the Company reserves the right to require drug and/or alcohol testing of any applicant or employee to the extent permitted by law. The testing program supplements other means, such as personal observation, by which the use of drug and alcohol can be detected.

**I AGREE** with the above requirements and attest to my ability to perform the job applied for. I recognize the requirement to obtain a physical to assure my physical condition.

X \_\_\_\_\_  
Employee Signature

Date \_\_\_\_\_