A white and blue logo

Description automatically generated with low confidence

New Employee File Check List

|  |  |
| --- | --- |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Name |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |
|  | Employment Application |
|  | Employee Agreement |
|  | Immigration Compliance & Acknowledgment |
|  | Employee Verification |
|  | Health Insurance Enrollment Form |
|  | Questionnaire |
|  | W-4 |
|  | A-4 |
|  | I-9 |
|  | E-Verify Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | B-Verify Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Drug Test Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PPE**

**P**ersonal **P**rotective **E**quipment

Hard Hat

Safety Glasses

Safety Vest

Safety Gloves

Working Boots

How did you hear about us?  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Do you have reliable transportation? YES NO

Do you have tools? YES NO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have PPE? YES NO

Can you pass a drug and background check? YES NO

If no, please explain.  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Trade?  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years of Experience \_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Wage Requirements?  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Are you willing to do labor? ($11.00/hr) YES NO  
  
Do you have any certs? (i.e. forklift, OSHA, machine operator)  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Do you have any other skills?  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
 Night? YES NO Weekends? YES NO

Available when? ASAP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_