

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