|  |  |
| --- | --- |
| Employee Name: |  |
| Date: |  |
| Reviewed By: |  |

|  |  |
| --- | --- |
|  | Employee File Check List |
|  | Resume & Employment Application Signed |
|  | Job Offer |
|  | Job Description |
|  | Employee Manual Acknowledgement Form Signed |
|  | Non Compete Agreement Signed |
|  | New Employee Training List |
|  | Security And Password Sheet |
|  | ( )8850 Forms , ( )W4, ( ) AZ, ( ) A9 |

|  |  |
| --- | --- |
|  | Car Insurance Form |
|  | Mileage Reimbursement Form |
|  | Expense Reimbursement Form |
|  | Vacation Request Form |
|  | Direct Deposit Form |
|  | Immigration Compliance Notice |
|  | Coats Security Form |
|  | Notice To Conduct A Back Ground Check |
|  | EVerified Number \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Back Ground Check Complete date \_\_\_\_\_\_\_\_\_\_\_ By \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Drug Test: Past \_\_\_\_\_\_\_ Failed\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_ By\_\_\_\_\_\_\_ |