|  |  |
| --- | --- |
| 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\_\_\_\_\_\_\_ |