

SEEM COLLABORATIVE

New Hire Check List- Temporary

Employee Name: _____

Date: _____

The following documents are mandatory for all employees:

Received from Employee

- ☐ Applicant Statement
- ☐ Application Form
- ☐ Employee Data Sheet
- ☐ W-4 Employee Withholding Certificate
- ☐ M-4 State Withholding Certificate
- ☐ 1-9 Employment Eligibility Verification Form
- ☐ Retirement Enrollment Form Mandatory OBRA
- ☐ Child Abuse/Neglect Policy
- ☐ Cori Statement
- ☐ Program Orientation/In/Service Review
- ☐ Form SSA 1945
- ☐ Conflict of Interest Certificate
- ☐ Conflict of Interest Policy
- ☐ Civil Rights Training
- ☐ Teacher or Specialist Certification
- ☐ College Transcripts
- ☐ Direct deposit forms with cancelled check