



## **NEW HIRE CHECKLIST FOR NON-NURSING STAFF**

Employee Name \_\_\_\_\_

Requested Position \_\_\_\_\_

- \_\_\_\_\_ Completed Employment Application
- \_\_\_\_\_ Emergency Notification
- \_\_\_\_\_ Resume
- \_\_\_\_\_ 2 References verbal or written Reference check #1 \_\_\_\_\_ Reference check #2 \_\_\_\_\_
- \_\_\_\_\_ Copy of 2 Forms of Identification
- \_\_\_\_\_ Receipt of Handbook Form
- \_\_\_\_\_ CHRC 102 Form
- \_\_\_\_\_ CHRC 103 Form

### Business Office Paperwork

- \_\_\_\_\_ W-4
- \_\_\_\_\_ Employment Eligibility Verification (I-9)
- \_\_\_\_\_ Pay Rate Acknowledgement Form
- \_\_\_\_\_ Payroll Action Form

### Medical Paperwork

- \_\_\_\_\_ Physical (must be from within 12 months)
- \_\_\_\_\_ PPD
- \_\_\_\_\_ MMR Status
- \_\_\_\_\_ Varicella Status
- \_\_\_\_\_ Hepatitis B Vaccination/Decline Form

Please complete and submit all the above listed items  
and return them to Assistant Administrators Office.