



# AFFORDABLE I N N S

## New Personnel Checklist

---

Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Position: \_\_\_\_\_

- \_\_\_\_\_ Employment Application
- \_\_\_\_\_ Reference Reports
- \_\_\_\_\_ Formal job offer letter and employment acknowledgement
- \_\_\_\_\_ Employment contract, confidentiality agreement
- \_\_\_\_\_ Social Security Number
- \_\_\_\_\_ Verification of citizenship or legal employment status, including Form I-9
- \_\_\_\_\_ Federal, state, local tax withholding forms
- \_\_\_\_\_ Termination agreement and exit interview
- \_\_\_\_\_ Employee Handbook
- \_\_\_\_\_ Uniforms
- \_\_\_\_\_ Name Tags
- \_\_\_\_\_ Keys
- \_\_\_\_\_ Employee Emergency Contact Form
- \_\_\_\_\_ Employee Uniform Requisition

### **Pay Information**

Hourly  Rate per Hour: \_\_\_\_\_

Exempt  Amount per Pay Period: \_\_\_\_\_