



## Employee Hiring Checklist

**Please use this checklist to ensure all paperwork is signed and complete:**

- ☐ Completed Employment Application (3 pages)
- ☐ Confidentiality Form (1 page)
- ☐ Background Check Inquiry Release (1 page)
- ☐ I-9 INS Employment Eligibility Verification Form (1 page)
- ☐ Texas Employer New Hire Reporting Form (1 page)
- ☐ Affidavit for Employment (**Note:** Form must be notarized) (2 pages)

**ATTACH:**

- ☐ A copy of your CPR certification
- ☐ A copy of your Social Security Card
- ☐ A copy of your Driver's License
- ☐ A copy of your resume

**I acknowledge all forms have been submitted to the Boys & Girls Club of Walker County.**

<b>Employee Signature</b>	
<b>Administrative Signature</b>	
<b>Date Completed</b>	

- ☐ Received Job Description
- ☐ Received Policy Procedures
- ☐ Received Direct Deposit Authorization
- ☐ Received IRS W-4
- ☐ Signed Personnel Action Memorandum

**I acknowledge receiving the above information provided by the Boys & Girls Club of Walker County.**

<b>Employee Signature</b>	
<b>Administrative Signature</b>	
<b>Date Completed</b>	