|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name | |  | Position |  |
| Date Hired | |  | Location |  |
|  | | | | |
| Paperwork Required | | | | |
|  | Employment Application | | | |
|  | Interview Rating Form | | | |
|  | Emergency Notification Sheet | | | |
|  | Employee Information Sheet | | | |
|  | Job Description | | | |
|  | W-4 Form (Federal & State) | | | |
|  | I-9 Form | | | |
|  | Driver’s License Copy | | | |
|  | Social Security Card Copy | | | |
|  | Uniform Agreement | | | |
|  | Employee Handbook – Signed Receipt | | | |
|  | Uniform/Equipment – Signed Receipt | | | |
|  | Training Manual – Signed Receipt | | | |
|  | Employee Permits (liquor card, health permit, food safety certification, if applicable) | | | |
| Handouts/Other Items | | | | |
|  | Concept Statement | | | |
|  | Employee Handbook | | | |
|  | Employee Training Manual | | | |
|  | Job Description | | | |
|  | Uniform Issued | | | |
|  | Equipment Issued | | | |
|  | Issue Employee Number - # . | | | |
|  | Issue Employee Time Card | | | |
|  | Medical Insurance Handbook & Signup Forms | | | |
|  | IRS Form 2120 for tip logs (tipped employees only) | | | |