|  |  |  |  |
| --- | --- | --- | --- |
| 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) |