



Employee Hiring Checklist and Information

Please check the boxes below when completing each item on the list.

Employment application

[W-4 Form](#)

[I-9 Form](#)

Work permit (if employee is a minor - attach a copy of the permit to the employee file)

Emergency contact information

Employee handbook and at-will acknowledgment

Uniform and dress code standards

Unlawful discrimination, harassment, and retaliation

Policies and procedures acknowledgment

Initial safety training

Fire safety training

Food safety training

Schedule and training agenda

Tour of facility and Introductions to staff

Last Name		First Name		Social Security #	Date of Birth
Date of Hire	Position	Pay Rate	Hourly / Salary	Full Time / Part Time	
Street Address				Rehire / New Hire	
City			State	Zip Code	
W-4 Allowance		W-4 Additional Amount	W-4 Exempt Yes or No	Minor 17 Yrs or Less	

Employee Availability

Emergency Contact Name	Contact Phone #	Emergency Contact Name	Contact Phone #
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_____ Employee Name (Print)		_____ Manager Name (Print)	
_____ Employee Signature	_____ Date	_____ Manager Signature	_____ Date