**NEW HIRE CHECKLIST**

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

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Employee #: \_\_\_\_\_\_\_\_\_\_

**New Hire Packet Contents:**

* Employment Application
* New Hire Information Form
* New Hire Checklist
* I-9 Form
* W-4 Form
* Employee Handbook
* Occupational Injury Plan Agreement
* Safety Orientation and Training Checklist
* Hazard Communication Program
* Summary Plan Description for Occupational Injury Plan Highlights of the Vizza Wash, Inc. 401(k) Retirement Plan

**The following have been completed by the employee and are attached:**

* New Hire Information Form (SEND TO OFFICE)
* W-4 Form (SEND TO OFFICE)
* I-9 Form (SEND TO OFFFICE)
* I-9 Documentation (if I-9 documentation is not obtained within **three (3) days**  
  of the start date, the employee will be **terminated**) (**S.S. CARD MUST BE SIGNED,**  
  Send to office)
* Employment Application (Send to office)
* Handbook/Harassment/Drug Free Workplace/Uniform Policy Acknowledgement (Send to office)
* Occupational Injury Plan Agreement (Send to office)
* Highlights of The Vizza Wash, Inc. 401 (K) Retirement Plan (Employee keeps)
* Safety Orientation & Training check list (Send to office)
* Interview Checklist

Cashier Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_