

Forms – No. 01

Distribution	SUBJECT	Date
SM, DM, HRA, CEO	HIRING AND PERSONNEL FORMS AND REPORT REQUIREMENTS Sequence Order	01/18/13

PRE-EMPLOYMENT FORMS

Name of Form	Form Number	Issue/Revision Date	Mail	Fax	Responsibility
Employment Request	V-4a	01-01-07		X	SM, DM, HRA, CEO, DPM
Classified Advertisement Request	V-18	01-01-07		X	SM, DM, HRA, CEO, DPM

INTERVIEW FORMS

Outside Employment	P-6	05-08-07		X	INTERVIEWER
FMC Background Questionnaire	V-1	02-23-05		X	INTERVIEWER
Release to Obtain Pre-Employment Information	V-1d	01-19-09		X	INTERVIEWER
Interview Evaluation	V-2	02-23-05		X	INTERVIEWER, DM
Preliminary Request for Permission to Employ	V-4	02-23-05		X	DM
Maintenance Person Agreement	V-7a	01-01-07		X	DM
Request for Previous Employment Information	V-3	01-18-13		X	DM
Drug Free Workplace Policy	V-30	05-24-02		X	INTERVIEWER
Acknowledgement of Receipt and Understanding	V-31	02-23-05		X	INTERVIEWER
Consent to Employee Drug Testing	V-32	02-23-05		X	INTERVIEWER
Non-Use of Tobacco Products Agreement	V-35	01-01-07		X	INTERVIEWER
Sample Chain of Custody Form				X	INTERVIEWER
Wonderlic Test (Managers)				X	INTERVIEWER
Maintenance Test (Maintenance)		10-01-04		X	INTERVIEWER
Resume (Applicant submits)				X	INTERVIEWER

JOB OFFER AND ACCEPTANCE FORMS

Site Manager Offer Letter	V-5	01-01-07	X	X	HRA, DM, DPM
Maintenance Person Offer Letter	V-5a	01-01-07	X	X	HRA, DM, DPM
Final Request for Permission to Employ	V-17	02-23-05	X	X	DM, DPM

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DAY OF HIRE FORMS

Name of Form	Form Number	Issue/Revision Date	Mail	Fax	Responsibility
Petty Cash Custodian Agreement	A-6	02-23-05		X	DM
Petty Cash Transfer Agreement	A-6a	02-23-05		X	DM
Site Manager Agreement	V-6	06-05-09		X	DM
Standard Operating Procedures Manual Book 1	V-14a	01-01-07		X	DM
Standard Operating Procedures Manual Book 2	V-14b	01-01-07		X	DM
Master Forms Manual Receipt	V-15	02-23-05		X	DM
3560 Manual Receipt	V-15b	05-25-05		X	DM
Employee Handbook Receipt	V-16	01-20-06		X	DM
Paycheck Checklist	V17a	04-30-10	X	X	DM
Verification of Commencement of Employment	V-19	02-23-05	X	X	DM
Employment Procedures and Forms Manual Receipt	V-22a	02-23-05		X	DM
Internet and E-Mail Use Policy	V-27	11-28-00	X	X	SM, DM
Direct Deposit Agreement	V-33	1-20-06	X	X	DM

LIVE ON SITE EMPLOYEE FORMS

Tenant Certification RD 3560-8	C-1	08-11		X	EMPLOYEE, DM
Move-In Inspection	L-11	06-01-96		X	EMPLOYEE, DM
Employee Addendum to Lease	V-12	02-23-05		X	EMPLOYEE, DM
Employee Utility Addendum	V-13	02-23-05		X	EMPLOYEE

GENERAL EMPLOYMENT FORMS

Name of Form	Form Number	Issue/Revision Date	Mail	Fax	Responsibility
Leasing Report	S-22	02-15-05		X	SM, DM
Resident File Review Verification Form	P-2a	08-01-03		X	SM, DM
Personnel Action Notice	P-3	01-20-06	X	X	EMPLOYEE, DM
Emergency Absence Information	P-3a	02-23-05	X	X	EMP, DM, DPM
Expense Report	P-4	08-04-08		X	EMP, DM, DPM
Request for Outside Employment	P-6	05-08-07	X	X	EMP, DM, DPM
Contact and Improvement	P-7	05-01-02	X	X	EMP, DM, DPM
Employee Warning Notice	P-8	03-30-01	X	X	EMP, DM, DPM
Time Away Property	P-9	08-01-08	X	X	EMP, DM, DPM

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Education Reimbursement Request	P-10	09-05-01	X	X	EMP, DM, DPM
Worker's Compensation Reporting Form	P-11	02-01-10		X	EMP, DM, DPM
First Paycheck Letter	V-21	08-17-99			HRA
Time Sheets	P-12	Year	X	X	EMPLOYEE, DM
Self-Nomination Form	V-34	02-16-04		X	EMPLOYEE

TERMINATION FORMS

Name of Form	Form Number	Issue/Revision Date	Mail	Fax	Responsibility
Request to Terminate Employment	V-26a	10-16-06	X	X	SM,DM,DPM,HRA,CEO
Cash Voucher	A-5	06-01-96		X	DM
Petty Cash Transfer Agreement	A-6a	02-23-05		X	DM
Personnel Action Notice	P-3	1-20-06	X	X	DM
Final Paycheck Letter	V-21a	01-19-99			HRA
Final Paycheck Checklist	V-24	02-01-08	X	X	EMPLOYEE, DM
Verification of Termination of Employment	V-26	02-23-05	X	X	DM
Final Time Sheet	P-12	Year	X	X	DM
Georgia Separation Notice					