

Distribution	SUBJECT	Date
SM,DM,DPM,CEO	EMPLOYMENT FORMS QUICK SUMMARY	01/18/2013

PRE-EMPLOYMENT

V-4a\* Employment Request  
V-18 Advertisement Request

} SM,DM,HRA,DPM,CEO

\*Fax to Home Office ASAP

INTERVIEW

V-1 (Application)  
V-1d (Release for background information)

P-6 (Outside job)  
V-7a (Maintenance Agreement)  
Drug Free Workplace Policy  
Acknowledgement of Receipt and Understanding  
Consent for Drug Testing  
V-35 Tobacco Affidavit (office positions)  
Maintenance Test (Maintenance)  
Resume  
Wonderlic Test (Manager)

} Applicant completes  
Keeps copy of V-7a &  
Drug Free Workplace Policy

} Fax to Home Office

V-2 (Interview)  
V-4 (Permission to Employ)

} Interviewer Completes

JOB OFFER AND ACCEPTANCE

V-5\* V5a (Offer Letter)  
V-6 or V-7\* (Position Agreement)  
Drug Test  
V-17 Final Request to Employ

} Applicant Completes  
Keeps Copy

} DM completes

} \*DM faxes to Home Office

Day of Hire

A-5 (Cash Voucher)  
A-6 (Custodian)  
A-6a (Cash Transfer)M  
V-14a & b (Proc. Manual)  
V-15 (Forms Manual)

} Employee Completes

} Mail original package  
To Home Office

V-16 (Handbook)  
V-22 Procedures Receipt  
V-22a Hiring Forms Receipt  
V-27 Internet and E-Mail Use Policy  
\*Fax to Home  
W4, G4, I-9  
Direct Deposit

V-17a\* (Paycheck Checklist.)  
V-19 \* (Ver. Of Commencement)

} DM completes

} Office ASAP

TERMINATION

P-3 \* (Action Notice)  
A-5 (Cash Voucher)  
A-6a (Cash Transfer)

} Employee complete

} Mail to Home Office

P-3 Personnel Action Notice  
V-24 \* (Final Checklist)  
V-26 \* (Ver. Termination)  
Final Time Sheet

} DM complete

} \* Fax to Home Office  
ASAP