New Hire Checklist

Name: _____

Date of Hire: _____ **Start Date:** _____

The following documents must be completed by all new hires on their first day of work.

_____ **Application for Employment**

_____ **Completed applicant authorization for Trak-1 background screening**

_____ **Trak-1 Background Report received and cleared by the church**

_____ **Employee Conduct and Child & Youth Protection Policies**

_____ **Applicant Acknowledgement of Drug Free Workplace and Drug, Alcohol, Tobacco Free Policy**

_____ **IRS Form W-4**

_____ **Immigration Reform and Control I-9 Form**

_____ **Employer Hiring Authorization/Personnel Change Form**

_____ **Receipt of Employee Handbook (if applicable)**

New Hires cannot begin working until the above documents are completed. The documents above (excluding the completed Trak-1 report) are required to be maintained in each employee's personnel file. All completed Trak-1 reports should be filed alphabetically and maintained in a separate confidential file with controlled access to its contents.

For churches that require automatic direct deposit for payroll:

_____ **Copy of Voided Check required for Automatic Payroll Deposit**