

## CHECKLIST OF REQUIRED HIRING DOCUMENTS

<b>Applicant's Name:</b>	<b>Personnel No:</b>
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#	Document Description	Received
1	<a href="#">Employee Master Data Form</a>	
2	Application, screened by DFA HR	
3	<a href="#">Hiring Freeze - Exception Request</a>	
4	Applicant Selection Record	
5	<a href="#">Job Vacancy Request Report (JV-RR)</a>	
6	<a href="#">Position Crossgrade/Downgrade Request</a> (if necessary)	
7	<a href="#">Employment Eligibility Verification Form (I-9 Form)</a> --completed	
8	Photocopies of IDs used for I-9	
9	<a href="#">State</a> and <a href="#">Federal tax forms</a>	
10	<a href="#">Proof of Prior Service Form</a> (if necessary)	
11	<a href="#">Bank Details/Direct Deposit Enrollment Form</a> Voided Check (can be copies)	
12	<a href="#">Mandatory Direct Deposit Notification</a>	
13	<a href="#">AR Diamond Deferred Compensation Plan -Auto Enrollment Opt Out Form</a>	
14	<a href="#">Authorization to Operate a State Vehicle (VSP-1)</a> / Copy of Drivers License	
15	<a href="#">Authorization to Obtain Driving Records (non-resident) (VSP-2)</a> / Copy of Drivers License	
16	<a href="#">Code of Ethics (Attachment A)</a>	
17	<a href="#">Financial Obligation Policy Receipt</a>	
18	<a href="#">Disclosure Requirement Packet</a> (F3/F4, F5/F6, F7 and F8)	
19	<a href="#">Criminal Background Check Consent Form</a> & Approval Letter	

#3-5        Are not necessary when hiring extra help employees, unless transferring an extra help employee to a regular position.

#7-15      Are not necessary with current DFA employees

#17-19    **Must** be signed, dated and approved (by approving authority and DFA Human Resource Manager if necessary) before job offer can be made.

**If an emergency hire:**    Submit Emergency Hire approval and omit #s 4&5 above.