PERSONNEL FILE (December 01, 2018)

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | 01. Application for Employment |
|  | 02. School Bus Criminal Records Check Authorization |
|  | 03. W-4 Employee’s Withholding Allowance Certificate |
|  | 04. Authorization for Direct Deposit |
|  | 05. Minnesota New Hire Reporting Form ( [www.mn-newhire.com](http://link.scsend.com/ujye?recipient_id=14QyPjhPTi59-sMyd9fbn9At6KvuriiIvByhSM1fejTq4) ) |
|  | 06. Employment Eligibility Verification  |
|  | 07. School Bus Driver Applicant Affidavit |
|  | 08. Notice to Employee Concerning Unemployment Compensation Claims |
|  | 09. Policy Acknowledgment and Confidentiality Form (Signed Yearly at Kick-Off Mtg) |
|  | 10. Copy of Current Medical Card |
|  | 11. Acknowledgment of Employee Handbook Page 10 of 10 |
|  | 12. Acknowledgment of Driver Reference Guide Page 10 of 10  |
|  | 13. Acknowledgment of Full Time Employee Guide (Managers/Mechanics) Page 8 of 8 |
|  | 14. Check of Sex Offender Database ( [www.nsopw.gov/en-us/search/verification](http://www.nsopw.gov/en-us/search/verification) ) |
|  | 15. Driver’s Wage Form (Updated Anytime Wage Changes) |
|  | 16. Probation Policy-180 Days (If Hired After June 2018) |