PERSONNEL FILE CHECK OFF SHEET (January 17, 2020)

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

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|  | 01. Application for Employment |
|  | 02. School Bus Criminal Records Check Authorization |
|  | 03a. W-4 Federal IRS  |
|  | 03b. W-4 Minnesota DOR |
|  | 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. Policy Acknowledgment and Confidentiality Form Signed Yearly at Kick-Off Meeting |
|  | 09. Acknowledgment of Employee Handbook Last Page of Guide |
|  | 10. Acknowledgment of Driver Reference Guide Last Page of Guide  |
|  | 11. Acknowledgment of Full Time Employee Guide Last Page of Guide |
|  | 12. Employee Wage Form Updated Anytime Wage Changes |
|  | 13. Emergency Contact Form |
|  | 14. Check of Sex Offender Database [www.nsopw.gov/en-us/search/verification](http://www.nsopw.gov/en-us/search/verification) |
|  | 15. MN Department of Labor Wage Information Form If Hired After July 1, 2019 |