



## **New Hire Check List – Return with new hire packet**

Effective June 14, 2022

---

- Clear, color photocopy of employee's valid driver's license.
- Clear, color photocopy of employee's social security card.
- If no social security card, a clear cop of the employee's birth certificate.
- Completed City of Statham/Statham Police Department Job Application. Include a personal email address of employee on application.
- Benefit Enrollment Form fully completed (health, vision, and dental enrollment forms).
- Application for or Changes to GGL Products/Change of Name or Address Form fully completed (life insurance benefit enrollment form).
- Georgia Municipal Employees Benefit System Affidavit fully completed, signed and notarized.
- If employee adds any dependents to their health and/or life insurance, a copy of each dependent birth certificate and a copy of the employee's marriage certificate is required.
- POA&B Fund Application Membership fully completed to include POST Certification number and Member number, if applicable.
- Deferred Compensation Plan Participant Enrollment form, pages 1-4.
- Authorization for Direct Deposit fully completed to include a voided check.
- Drug/Alcohol Test Request form fully completed; testing performed at Project Adam.
- Exhibit B, Preemployment Drug Testing Consent and Release Form.
- Name-Based Criminal History Record Information Consent/Inquiry Form.
- State of Georgia G-4 Withholding Form fully completed. If form is not fully completed, their tax filling status will be single as indicated by law.
- Federal W-4 Withholding Certificate fully completed. If form is not fully completed, their tax filing status will be single as indicated by law.
- Employment Eligibility Verification Form I-9 fully completed to include pages 1 and 2.
- City of Statham policies received form (Safety, Seatbelt, Vehicle, Drug & Alcohol, Personnel) signed and dated by employee.
- Employee Acknowledgement form.
- Motor Vehicle Records Authorization form.
- Employee Waiver of Health Plan Enrollment, if applicable.
- Post-Offer of Employment Medical Inquiry form, signed and dated by employee and department head.
- All salary offer letters, documents, sign-on bonus or agreements between City and employee.
- Copy of Personnel Policy and Statham SOP handbook (if applicable) provided to employee.

- Copies of City of Statham Safety Policy Statement, Seatbelt Policy, Vehicle Use Policy and Drug & Alcohol Policy provided to employee.
- Any other pertinent information not included in this list.

I validate this new hire has fully completed all items on the New Hire Check List and has been returned to the Human Resources Department. I further validate this new hire has received all policies and documents pertaining to their position, and clear, color copies have been made and provided to the Human Resources Department.

\_\_\_\_\_  
Signature of Authorized Personnel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date