

CHECKLIST OF REQUIRED HIRING DOCUMENTS

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