



Employment Paperwork Instructions

Attached are employment forms for you to complete **before** you attend Orientation. Please bring these forms with you to Orientation where a Human Resources Representative will collect them from you.

1. **W-4 form** – for your state and federal tax allowances – complete the bottom portion through box 7. **PRINT PAGE 1 ONLY.**
2. **Form I-9** – to prove you are eligible to work in the United States. Please complete Section 1 and bring acceptable documents (**Driver's License, State ID with Picture, Student ID with Picture and Social Security Card or US Passport**) with you to Orientation for HFM to complete Section 2. See page 3 of the form and bring a document from List A or a document from List B & C.
3. **Voluntary Affirmative Action Information** – The Federal Government requires contractors and subcontractors to invite new hires to tell us whether they are a minority, female, protected veteran, or person with a disability. Your submission of information is voluntary. Information you provide will be kept confidential in accordance with Federal law. Please fill out the form. **PRINT ENTIRE FORM.**
4. **Direct Deposit Enrollment** – please complete and **attach a voided check (for checking) or deposit slip (for savings).** **PRINT FORM.**
5. **Vehicle Parking Registration** – please complete. If you do not know your department number or phone number, it is okay to leave that blank. You will receive your permit at Orientation. If you will be taking another vehicle to work other than your own on a regular basis, please complete a second Vehicle Parking Registration form for that vehicle. **PRINT FORM TO COMPLETE.**

Thank you for taking the time to complete your forms. If you have any questions regarding the completion of the forms, please call Human Resources at (920) 320-4031.