



## Policy: 3B-02

Authority: 1001.64, F.S.

Law: 1001.64, F.S.

Responsible Party: Vice President, Human Resources and Diversity

Effective Date: 11/18/1992

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### Volume 3B - Human Resources, Recruitment and Selection

## Inprocessing of New Employees

### Policy Statement:

- A. Each new employee is required to provide a copy of his or her social security card and complete the following forms upon initial employment:
1. Application for Employment
  2. W-4 Form
  3. Loyalty Oath
  4. Retirement Enrollment Form (full-time only)
  5. I-9 form along with copies of supporting documents
  6. Personal Information Sheet
  7. Insurance Enrollment Form (full-time only)
- B. Each new employee must also agree to submit to a background and/or law enforcement check if requested.
- C. Each new employee must agree to furnish written verification of previous employment/ education as requested, provide additional documentation, and complete additional forms as required by the personnel office.

### Related Items

There are no related items for this Policy