

NON-DRIVER CHECKLIST UPDATE

Applicant _____

Employee # _____

Terminal _____

Start Date _____

Hire Packet – Forms to Complete	
Non-Driver Application	
Notification and Release Form	
Driver Applicant Checklist	
Employment Verifications (Done by TM)	
Copy of DL (front & back) SS Card (must be signed) for MVR & Criminal Report Purposes	
Pre-Employment Agreements	
Drug Screen Consent Form with copy of License	
Non-Driver Physical	
Personnel Change Authorization with Managements Approval – indicate if new or replacement position	
Workers’ Compensation Notice & State Forms	
W-4, Applicable State Withholdings	
Bond Application	
Emergency Notification	
Acknowledgement of Insurance Benefits Info Sheet – Employee keeps attachments	
New Hire Orientation Checklist	
Form I-9 (complete on 1 st day of employment)	

REQUESTED INFORMATION FROM TERMINAL

<u>Date E-mailed</u>	<u>Date Returned</u>	<u>Comments – SA Office Use Only</u>
1 st Request		
2 nd Request		
3 rd Request		
4 th Request		
5 th Request		
6 th Request		
Consent___ Chain___ Result___		MVR___ Criminal___