

REQUIRED DOCUMENTATION FOR NEW FRATERNAL LODGE STAFF

Employee Name _____

Telephone _____

Emergency Contact _____ Relationship _____ Phone _____

Start Date _____ Leave Date _____ Re-Hirable? Y N

Reason to Re-Hire or not _____

Please place completed and signed I-9 in the I-9 Binder.

	This Completed and Signed Checklist
	Emergency Contact Form
	Employment Application (Signed)
	Job Description (Signed)
	I-9 Eligibility to Work Form
	Driver's License Copy
	Social Security card Copy
	State tax form W-4
	Federal tax form W-4
	Earned income Tax credit W-5
	Direct Deposit form for paychecks with voided check or bank provided info sheet
	Bartending License/ Safe Alcohol Serving Certification
	Safe Food certification and Food Handlers Card (where Required)
	Gaming License (where required)
	Interview Guide (Completed)
	Signed Acknowledgement of Employee Policy Manual

I _____ the Administrator have completed the above paper work in accordance of all state and federal laws on _____.

Signed _____