|  |  |
| --- | --- |
|  | NEW HIRE CHECKLIST |

## Candidate Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | | Badge #: |  |
|  | Last | First | M.I. | |  |  |
| Title: |  | | |  |  |  |
|  |  | | |  |  |  |

## HR Folder – For Candidate Reference – Take home

|  |  |  |  |
| --- | --- | --- | --- |
|  | HR Welcome Letter |  | Accessing Administrative Procedure |
|  | Mission Statement |  | Safety Rules Booklet |
|  | General Rule Book |  | Dress Code Policy – Position Dependent |
|  | How to Use The Work Number |  | Probationary Status |
|  | EEO/Sexual Harassment/Ethics |  | Drug Free Workplace Act Policy |
|  | ID Quick Reference Guide |  |  |
|  | | | |
| **HR Folder – For HR Collection** | | | |
|  | Statement of Financial Interest (Non-Union Only) |  | Personal Declaration |
|  | Secondary Employment Form (7822) |  | Form I-9 |
|  | Personnel Worksheet Form |  | Confidentiality Agreement |
|  | Sexual Harassment/Ethics Acknowledgement Form |  | Executive Order (Pink or Blue) |
|  | Disclosure Form |  | Vaccination Verification Form |
|  | Application Acknowledgement / Notice to Applicants / Identification Card |  |  |
|  |  |  |  |
| **Payroll Information – Take home** | | | |
|  | Federal W-4 |  | State W-4 |
|  | Direct Deposit |  | Transit Benefit Packet |

**I understand that all Chicago Transit Authority property issued to me must be returned to the Authority before final payment for services will be rendered.**

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate Signature |  | Date: |  |
| Human Resources Representative  Signature: |  | Date: |  |