Personnel Packet

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Badge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VACCINATION VERIFICATION  
COMPLETE:**  **NOT COMPLETE:** Accommodation/Pending Vaccination:   
Date of Last Vaccine: Date of 1st Vaccination:

**Collect at Pre-Hire**

* Form I-9
* ID
* SSN/Birth
* Passport
* Page 2 of I-9
* CDL/CLP with Receipt (If required)
* Personal Declaration
* Personnel Worksheet Form
* Confidentiality Agreement
* Sexual Harassment/Ethics Acknowledgement
* Executive Order (Blue)
* Drug Free Workplace
* Authorization & Request for Information from Previous Employers (safety sensitive only)
* Checklist
* Application /ID/ Employment Acknowledgement Form
* Vaccination Verification Form
* Vaccination Card Copy

**Option to collect later**

* Sleep Certificate
* Federal W-4
* State W-4
* Direct Deposit
* Transit Benefit Packet

**Collect post pre-hire**

* Offer Letter
* Staffing Authorization
* FBI Report No Hits Hits
* ISP Report No Hits Hits
* HireRight No Hits Hits
* Disclosure
* Disclosure #2 (if applicable)

**Medical Tracking**

* Drug 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Physical 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Drug 2 N/A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* HPE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internal Pre-Hire**

* Personnel Worksheet
* Transition Form
* Drug 2 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ N/A
* Physical \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ N/A
* HPE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ N/A
* FBI \_\_\_\_\_\_\_\_ N/A
* ISP \_\_\_\_\_\_\_\_ N/A
* HR \_\_\_\_\_\_\_\_\_ N/A
* Blue Executive Order (if SS) \_\_\_\_\_\_\_\_ N/A
* Residency Form (Union -> non-union) N/A
* Fatigue Certificate \_\_\_\_\_(N/A)
* Benefits Orientation
* Driving Abstract N/A