



INTERNAL USE ONLY

Employee name _____

Position _____

Salary \$ _____/hr Start Date _____

NEW EMPLOYEE

Hiring Checklist

Welcome – as an employee for the Village of Western Springs Recreation Department we want to make sure you are fully informed and prepared to take on the roles and responsibilities you have been hired to perform. Before the hiring process is complete, you must complete the forms as required, review relevant materials, provide needed documentation, and pass the background check. This sheet will guide you through that process and act as a checklist. **You must initial each item** as you turn in the necessary documents and/or complete the requirement. Once all items are complete, you must **sign the bottom** so it can be kept in your personnel file. If you ever have any questions or comments, please direct them to your supervisor or to the Director of Administrative Services located in Village Hall.

All forms can be accessed electronically at <https://wsprings.com/recstaff>. All forms in this packet are fillable PDFs and can be filled out prior to printing.

_____ **Application for Employment** - completed and turned in – available on the web site.

_____ **Employment Eligibility Verification Form (I-9)** – must be completed and signed – included in this packet. **Forms of identification must be presented to staff when submitting the employee packet.**

List IDs: _____

_____ **Copy of Social Security Card** – **must be turned in when submitting the employee packet**, even if it is not being used as a form of identification for the I-9.

_____ **Federal Withholding Tax Form (W-4)** – completed and signed – included in this packet.

_____ **State Withholding Tax Form (IL-W-4)** – completed and signed – included in this packet.

_____ **Authorization for Direct Deposit** – completed and signed – included in this packet. We recommend choosing to receive your paycheck via direct deposit.

_____ Copy of a voided check or proof of bank routing and account number.

_____ Employee Emergency Contact Form – completed – included in this packet.

_____ Personnel Policy and Procedure Manual
Acknowledgement – completed and signed – included in this packet.
Manual is available on the web site or request a copy from your supervisor.

_____ Harassment Policy Acknowledgement - completed and signed – included in this packet. Policy is included in the Personnel Policy and Procedure Manual.

_____ Child Protection Policy Acknowledgment – completed and signed – included in this packet. Policy is available on the web site or request a copy from your supervisor.

_____ Safety Manual Acknowledgment – completed and signed – included in this packet. Policy is available on the web site or request a copy from your supervisor.

_____ Background Investigation – submitted on-line – includes one informational page. (STAFF ONLY – BACKGROUND CHECK RECEIVED _____)

_____ Online harassment Training– request log-in information for TrainingABC from your supervisor. Include completion certificate with this packet.

If under 16 years of age, you must obtain a Work Permit from your school. You will receive a Letter of Employment from your supervisor in order to obtain a Work Permit.

All forms in this packet must be completed and all needed documentation must be provided prior to your employment starting with the Village of Western Springs. You may not start working before everything has been submitted.

I have completed all of the forms as required, reviewed relevant materials, and provided needed documentation.

Signature

Date