



Onboarding Checklist

- ACH (Direct Deposit) Form** – complete form and attach voided check.
- Acknowledgement of Receipt of Employee Policies and Procedures Handbook-** Form must be signed and dated.
- Affidavit of Good Moral Character** – Free notary Service provided by the Children's Forum Human Resources Coordinator.
- Child Abuse & Neglect Reporting Requirements** – This form must be signed. (bottom left corner)
- Credit Report Disclosure and Authorization Form**
- Conflict of Interest** – Form must be signed and dated.
- Drug Free Workplace-** Form must be signed and dated.
- Employee Emergency Information Form-** Form must be completed.
- Employee Waiver of Motor Vehicle Record** – Form must be signed and dated.
- Forum Office Key Fob** – Form must be signed and dated.
- Forum Re-opening Policies** – Form must be signed and dated
- I-9 Employment Eligibility Form** – a list of acceptable accompanying documents listed on page 4.
- Job Description-** Form must be signed and dated.
- Outside Employment Disclosure Form-** Form must be signed and dated.
- Photo and Video Permission Release Form-**Form must be signed and dated.
- Remote Work Agreement-** Form must be signed.
- Staff Work Location-** Form must be signed.
- Use of Confidential Information-** Form must be signed.
- Voluntary Self-Identification of Disability-** Form must be signed.
- W-4 Form-** Form must be signed and dated.
- Evidence of Highest Education Level** –Official transcript required.
- Motor Vehicle Insurance-** please provide a legible copy of your current auto insurance card.

Mutual of America 403 (B) Retirement Plan- See automatic enrollment letter enclosed.

Please submit all documents to the Human Resources Coordinator.

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