

New Employee Checklist

Please check off each item you have submitted.

- New Employee Application Form
- Meal Break Waiver Form
- Text Message Agreement Form
- Signed Employee Handbook
- I-9 Form
- W-4 Form
- Oregon Saves Form
- Signed Bank Information Form (If applicable)
- ID/Passport Copy
- SSN/Birth Certificate Copy
- Alien Resident Card Copy (If applicable)
- Food Handlers Card Copy
- OLCC Card Copy (If applicable)