

**Nevada Division of State Parks
SEASONAL HIRING CHECKLIST**

EMPLOYEE NAME _____ SS# or ID# _____

START DATE _____ TITLE _____ POSITION CONTROL # _____

NEW SEASONAL

- Will work more than 80 hours during 1st month of employment
- Will work less than 80 hours during 1st month of employment

- Approved Application

- Signed Essential Functions (ADA-01 & ADA-03) **AND** Work Performance Standards (WPS) **AND** Acknowledgement Form for DCNR Prohibitions & Penalties **AND** Acknowledgement of Ethical Standards For Public Employees Form

- ESMT-A (completed by the Acctg. Asst/RM and signed by employee) **AND** ESMT-B (completed and signed by employee)

- I-9 Employment Eligibility Verification

- Form SSA-1945 (Statement Concerning Employment in a Job not covered by Social Security). Give a copy to employee.

- W-4

- Variable Work Week Agreement (if applicable) **OR** RDOs

- Paycheck Cashing Policy Acknowledgement Form **AND** Direct Deposit Agreement with Voided Check

- FICA Alternative Plan Enrollment Forms **OR** PERS Member Enrollment Form and Beneficiary Designation Form **IF** working more than 1039 hrs in a Fiscal Year

- PEBP Employee Hiring Form (EHF) **AND** Benefits Enrollment and Change Form (BECF) **AND** Patient Protection and Affordable Care Act letter. Give a copy of PPACA letter to employee, submit original 1st page with hiring packet.

- Uniform Allowance - Maintenance Document (ADM 43) **AND** Uniform Policy Verification Form (ADM 40)

- Sexual Harassment and Discrimination Policy Acknowledgement Form

- TS-58 Alcohol/Drug Free Workplace Acknowledgement Form

- Safety in the Workplace Form

- DCNR Information Technology Policy #IT-001 Acknowledgement Form

- Emergency Contacts/Access to Online Forms & State Parks Policies Form (ADM 41). Give a copy to employee.

RETURNING SEASONAL

- Approved Application (if returning in a different class title)

- Signed Essential Functions (ADA-01 & ADA-03) **AND** Work Performance Standards (WPS) **AND** Acknowledgement Form for DCNR Prohibitions & Penalties

- ESMT-A **AND** ESMT-B (completed the same as for new seasonal, see above)

- I-9 Employment Eligibility Verification

- W-4

- Variable Work Week Agreement (if applicable) **OR** RDOs

- Paycheck Cashing Policy Acknowledgement Form **AND** Direct Deposit Agreement with Voided Check

- FICA Alternative Plan Enrollment Form **OR** Social Security Contribution Form (ADM 42) **OR** PERS Member Enrollment and Beneficiary Designation Forms **IF** working more than 1039 hrs in a Fiscal Year

- PEBP Employee Hiring Form (EHF) **AND** Benefits Enrollment and Change Form (BECF) **AND** Patient Protection and Affordable Care Act letter. Give a copy of PPACA letter to employee, submit original 1st page with hiring packet.

- Uniform Allowance-Maintenance Document (ADM 43) **AND** Uniform Policy Verification Form (ADM 40)

- Sexual Harassment and Discrimination Policy Acknowledgement Form

- DCNR Information Technology Policy #IT-001 Acknowledgement

- Emergency Contacts/Access to Online Forms & State Parks Policies Form (ADM 41). Give a copy to employee.