

Nevada Division of State Parks

PERMANENT HIRING CHECKLIST

EMPLOYEE NAME _____ SS# _____

START DATE _____ TITLE _____ POSITION CONTROL # _____

- Will work more than 80 hours during the 1st month of employment
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- Approved Application **and** Signed Hiring List
- Signed Essential Functions (ADA-01 & ADA-03) **and** Work Performance Standards (WPS)
- ESMT-A Employment Status Maintenance Transaction (Signed blank)
- ESMT-B Employment Personal Information (Completed and signed)
- I-9 Employment Eligibility Verification
- Form SSA-1945 (Statement Concerning Your Employment in a Job not covered by Social Security) – **Give a copy to the employee.**

- W-4

- Variable Work Week Agreement **or** RDOs

- Paycheck Cashing Policy Acknowledgement Form

- Retirement PERS Member Enrollment Form **and** PERS Beneficiary Designation Form

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

- Acknowledgement Form for DCNR Prohibitions & Penalties

- Uniform Allowance-Maintenance Document (ADM 43)

- 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

- Direct Deposit Agreement and Voided Check

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