

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** Hiring List

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

- 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)

- 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)

- 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 Deposit Slip (optional)

- Emergency Contacts Form

- Provide a list of all state park policies and highlight critical policies for employee to read within 30 days.