

**TIGER HOLLOW TEMPORARY EMPLOYEE HIRING CHECKLIST**

Name \_\_\_\_\_

**Employment Forms:**

- \_\_\_\_\_ 1. Application
- \_\_\_\_\_ 2. Form **I-9**
- \_\_\_\_\_ 3. Form **CT-W4**
- \_\_\_\_\_ 4. Form Fed. **W-4**
- \_\_\_\_\_ 5. Fingerprinting (see attached information sheet)
- \_\_\_\_\_ 6. Driver's License and/or School Photo ID
- \_\_\_\_\_ 7. Soc. Sec. Card (with correct legal name)
- \_\_\_\_\_ 8. **Statement of Age (required working paper) – under age 18**  
(Working papers are obtained from the Student Life Center)
- \_\_\_\_\_ 9. Copy of letter from Athletic Department to obtain working papers re: job description/duties.
- \_\_\_\_\_ 10. Direct Deposit (optional)
- \_\_\_\_\_ 11. DCF CPS Search Form (students not required to complete)
- \_\_\_\_\_ 12. DCF Training Verification Form (students not required to complete)

All forms to be checked off by Athletic Department  
and attached to this list and submitted to Personnel.

**TO BE COMPLETED BY PERSONNEL DEPARTMENT:**

- \_\_\_\_\_ **PAYROLL DEPT.**  
Copy of Soc. Security card and license  
Original Forms Fed W-4 & CT-W4  
Copy of working paper and letter
- \_\_\_\_\_ Copy CT-W4 sent to Labor Department