



# Hiring Documents Checklist

Please complete all required documents in full before submitting them for processing.  
Initial each box as you complete each item. All hiring papers must be submitted before your first shift.

NOTES	Initials Here	Visit <a href="http://www.hopewelltennis.com/newemployee">www.hopewelltennis.com/newemployee</a> and submit the New Employee Form.
	Initials Here	Write legibly and neatly on all documents in blue or black pen. No pencil or markers.
	Initials Here	Return this checklist along with the rest of your hiring paperwork.
	Initials Here	Visit <a href="http://www.hopewelltennis.com/payroll">www.hopewelltennis.com/payroll</a> to learn how to submit your timesheet.
W4 Form	Initials Here	Remember to write in your SSN.
	Initials Here	Remember Step 5: Sign and Date.
Form I9	Initials Here	Read carefully and complete in full.
	Initials Here	Complete and return Page 1.
Employee Information Sheet	Initials Here	Complete all fields highlighted in yellow and return all pages.
	Initials Here	<b>Mandatory:</b> Include a voided check or other bank documentation showing account information.
Code of Conduct	Initials Here	Read the entire document in full.
	Initials Here	Initial Page 5 (highlighted) and sign Page 6 (highlighted).
	Initials Here	Return completed Page 5 and Page 6. Keep all other pages for your records.
SSN Card	Initials Here	<b>Mandatory:</b> Include a copy of your SSN Card.
Valid ID	Initials Here	<b>Mandatory:</b> Include a copy of a valid ID.