



Archdiocese of Agana  
 196 Cuesta San Ramon, Ste. B, ■ Hagåtña, GU 96910  
 Tel: (671) 472-6116  
 Fax: (671) 477-3519

**PARISH  
 NEW EMPLOYEE  
 PROCESSING IN  
 CHECKLIST**

**EMPLOYEE NAME**

--

**PARISH LOCATION**

	<b>PARISH NAME</b>	
--	--------------------	--

**HIRE DATE**

	<b>EMP. NO.</b>
--	-----------------

**Verified By  
 (Initials)**

- Job Offer
- Personnel Action Form
- Completed Employment Application Form
- Form I-9: Employment Eligibility Verification
- Form W-4: Employee's Withholding Allowance Certificate
- Non-Disclosure / Confidentiality Agreement
- Police Clearance
- Court Clearance
- Resumes, Certifications, References & Others Supporting Application
- Job Description
- Employee Gas Card Agreement
- Health Insurance Application
- Aflac Insurance Application
- Company Property Issuance Form
- System Set-up Signature
- Employee HandBook
- Others \_\_\_\_\_

Employee Signature: \_\_\_\_\_  
 Accounting Signature: \_\_\_\_\_  
 System Admin Signature: \_\_\_\_\_

Parish Pastor: \_\_\_\_\_  
 HR Signature: \_\_\_\_\_  
 Deputy General Signature: \_\_\_\_\_