



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

**NEW EMPLOYEE
 PROCESSING IN
 CHECKLIST**

EMPLOYEE NAME

HIRE DATE

EMP. NO.

**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: _____

Supervisor Signature: _____
 HR Signature: _____
 Deputy General Signature: _____