



Archdiocese of Agana  
 196 Cuesta San Ramon, Ste. B, ■ Hagåtña, GU 96910  
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# PARISH NEW EMPLOYEE PROCESSING IN CHECKLIST

<b>EMPLOYEE NAME</b>			
<b>PARISH LOCATION</b>		<b>PARISH NAME</b>	
<b>HIRE DATE</b>			<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: \_\_\_\_\_