



NEW HIRE CHECKLIST

EMPLOYEE NAME: _____

EMPLOYEE PREFERRED NICKNAME: _____

EMPLOYEE POSITION: _____

HIRE DATE: _____

- _____ **Completed Application (Resume Attachment Optional)**
- _____ **Identification (Valid Drivers License, Passport....)**
- _____ **Social Security Card**
- _____ **Completed W-4 Form (Tax Withholding)**
- _____ **Completed I-9 Form (Employment Eligibility)**
- _____ **Copy of active TABC License**
- _____ **Copy of active Food Handler's/ Managers (Cooks & Manager)**
- _____ **Signed Policy & Procedures/Manual & Job Description/Responsibilities Form**
- _____ **Bartenders: Bar Rules.**
- _____ **Kitchen: Kitchen Rules**