

AJ EMPLOYMENT SERVICES PRE EMPLOYMENT CHECKLIST

NAME _____

DATE OF APPLICATION _____

- _____ Interview Questionnaire
- _____ Completed signed application
- _____ [W-9 Federal tax form](#) & ([Instructions](#))
- _____ Personal References (*MUST BE CONVEYED ON APPLICATION*)
- _____ Maintenance or Leasing Exam (*TO BE COMPLETED UPON INTERVIEW*)
- _____ [I-9 Employment eligibility](#)
- _____ Consent by Applicant to Submit to Drug Test
- _____ Accountability Form
- _____ Tools and Equipment Acknowledgement
- _____ Pre-Employment Authorization Release Form
- _____ Non-discrimination Statement

IMPORTANT!

It is acknowledged that by entering aforementioned documents of “New Hire Checklist” that “ALL” document shall be completed and submitted accordingly... [Clicking HERE](#) will serve as an understanding of required documents by AJ Employment Services.