



Department of Human Resources New Temporary Employee Hiring Packet

Personal Information		
First Name:	Middle Initial:	Last Name:
Social Security Number:		
Mailing Address:		
City:	State:	Zip code:
Phone:	Email:	
Required Forms		
I-9		
You must present proof of your identity and eligibility to work in the United States within the first three days of employment. Please ensure you bring the appropriate original documentation on your first day of work. Refer to the Form I-9 for instructions.		
W-4		
Complete Form W-4 to withhold the correct federal income tax from your pay.		
Direct Deposit		
Complete the Direct Deposit form to ensure your pay is deposited promptly and is immediately accessible. Direct deposit is highly encouraged to reduce chances of loss and to provide a higher level of security for your pay. If direct deposit is not elected a hard copy check will be mailed to the address on file. Typical wait period for mailed checks is 3-5 days.		
MT Public Employee Retirement Optional Membership Election		
Membership is optional. Complete the Optional Membership form for election.		
Emergency Contact		
Primary Contact Name:	Phone:	Relationship:
Secondary Contact Name:	Phone:	Relationship:
Employment Information		
The following information must be read and acknowledged by signing below.		
Affordable Care Act Marketplace Notice		
Alcohol Free Workplace Policy		
Drug Free Workplace Policy		
Acknowledgement		
I acknowledge that I will read and comply with the provided information, agreements, and any revisions and am bound by the provisions contained therein, and that my continued employment is contingent on following them.		
<hr style="border: 0; border-top: 1px solid black; margin: 0;"/>		
Signature	Date	
Checklist – Print, sign, and bring all documents to Human Resources prior to first day of work.		
<input type="checkbox"/> I-9 (bring two forms of acceptable identification)		
<input type="checkbox"/> W-4		
<input type="checkbox"/> Direct Deposit (bring voided check or savings account routing slip from bank)		
<input type="checkbox"/> New Employee Hiring Packet Acknowledgement Signature		