

Date Sent To OHR: \_\_\_\_\_

**NEW HIRE CHECK LIST – C**

**Civil Service (Salary) Appointments**

(Forms Required **PRIOR TO** Start of Employment)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

College/School/Program: \_\_\_\_\_ BU: \_\_\_\_\_ Pos No: \_\_\_\_\_

Requested Hire Date: \_\_\_\_\_ Transferred from: \_\_\_\_\_

Type of Appointment (TOA): Probationary \_\_\_\_\_ Temporary \_\_\_\_\_ TAOL \_\_\_\_\_ Exempt \_\_\_\_\_

<b>EMPLOYMENT FORMS</b> Items marked in <b>RED</b> are not linked to forms	Date Rec'd by OHR
State Application Form (HRD 315, 315A or 278 and supplements)	
Criminal History Record Clearance <b>required for:</b> <ul style="list-style-type: none"> <li>- All civil service appointments (Form HRD 329c)</li> <li>- University Security Officers (Form HRD 329a &amp; HRD 329b)</li> <li>- Child Care Center Employees (Form HRD 329a &amp; HRD 329b)</li> </ul> <b>Must be completed and sent to OHR before OHR will issue the Medical Examination HRD Form 4.</b>	
Tuberculosis (TB) Clearance Certification	
EC&B-1, Employees Retirement System - Membership Enrollment Form. (If appointment is <b>90 calendar days or more.</b> )	
Form 1-A: ERS Contributory/Hybrid Plan Designation Beneficiary (print on golden rod or yellow paper) Click here for instructions	
Personnel Record Card or Form	
Photocopy of Social Security Card	
HW-4 (State) - Employee's Withholding Allowance and Status Certificate	
W-4 (Federal) - Employee's Withholding Allowance Certificate	

*(Note: All of the forms on this checklist must be submitted to the Civil Service Employee Relations Section along with this check list. If any form is missing or incomplete, this will delay the hiring process.)*

<b>OHR USE ONLY</b>	Date Rec'd by OHR
Certificate of Medical Examination (State HRD Form 4) <b>OHR will indicate the physical requirements of the position on the form and transmit to the personnel representative to forward to the applicant.</b> At this time, you may distribute the employment forms to the applicant. Applicant's physician will be required to send the completed form <b>directly</b> to OHR. Upon receipt of the HRD Form 4 from the physician, OHR will notify you that you may now submit all employment forms identified in <b>Check List C</b> to OHR.	

Revised: October 6, 2006