

**FOOD SERVICES NEW EMPLOYEE  
REQUIREMENTS CHECKLIST**

**Name:** \_\_\_\_\_

- \_\_\_\_\_ CT-W4 – Connecticut Tax Withholding Form
- \_\_\_\_\_ W-4 – Federal Tax Withholding Form
- \_\_\_\_\_ I-9 – Federal Employee Eligibility Verification
- \_\_\_\_\_ Two (2) Forms of Identification (with I-9)
- \_\_\_\_\_ Internet Usage Policy Acknowledgement Signed
- \_\_\_\_\_ Staff Emergency Form
- \_\_\_\_\_ Pension Form (if applicable)
- \_\_\_\_\_ Authorization for Release of Information  
for DCF CPS Search (**leave no blank spaces**)  
Give Original to Human Resources – Do Not Keep

- \_\_\_\_\_ Application
- \_\_\_\_\_ Drug/Alcohol Acknowledgment Form Signed
- \_\_\_\_\_ Fingerprint Card Submitted to Human Resources
- \_\_\_\_\_ Tuberculosis Test Completed
- \_\_\_\_\_ Copy of Sexual Harassment Policy Signed
- \_\_\_\_\_ District Employee Portal Implementation
- \_\_\_\_\_ Name/Address/Telephone Change Notice
- \_\_\_\_\_ Payroll Authorization
- \_\_\_\_\_ Payroll Direct Deposit Form
- \_\_\_\_\_ Educational Employer Verification

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- \_\_\_\_\_ Copy of CT-W4 All Tax Forms/Human Resources
  - \_\_\_\_\_ Information Entered into the Alio/SAGE
  - \_\_\_\_\_ PAN Complete
  - \_\_\_\_\_ Substitute Information Given (pay schedules, school calendar, etc.)