



FOR YOUTH DEVELOPMENT®  
 FOR HEALTHY LIVING  
 FOR SOCIAL RESPONSIBILITY

## Metropolitan YMCA of the Oranges

# Hire Checklist

**To ensure the timely process of the employee payroll information, the following forms must be completed and submitted to the Human Resources Department PRIOR to the employee's first day of work.**

<input type="checkbox"/> 1-AS <input type="checkbox"/> 2-GB <input type="checkbox"/> 4-EO <input type="checkbox"/> 5-WA <input type="checkbox"/> 6-FL <input type="checkbox"/> 7-WE <input type="checkbox"/> 8-SM <input type="checkbox"/> 9-SC  (✓)	<b>Employee Name:</b> _____  <b>Hiring Supervisor:</b> _____  <b>Department:</b> _____
	Form I-9 & copies of valid IDs as listed on back of the I-9 form
	Working Papers (required for anyone under 18 years of age)
	Photo & Video/Audio Recording Release(paper form required for under 18 years of age for Parental/Guardian authorization)
	Voluntary Disclosure Statement
	Position Description – Signed by EE
	Performance Standards – Signed by EE
	Mandatory Online Training Timesheet for Payroll (with certificates attached)
	YMCA Retirement Fund 403(B) Smart Account
	Position Change form for any additional jobs to be added