



Employment Checklist

Human Resources

32229 Weyerhaeuser Way S
Federal Way, WA 98001
Ph: (253) 681-6008
Fax: (253) 681-6009

Employee Name: _____

Organization: _____

Start Date: _____

Transfer from: _____

Full-Time Employees

- Application for Employment
- Checked References (2, 3 preferred)
- Employee Information Form
- Welcome email
- Employment Offer letter
- Job Description
- Request Original Service Records
- WAC email account request to IT
- WAC computer/Building access
- I-9
- W-4
- Background Screening Instructions
- Life and Disability Insurance
- Direct Deposit & Email Authorization Form
- Tithing Agreement
- Employee Voluntary Self EEO-1
- Healthcare Plan
- Insurance Eligibility and Verification Form
- Conflict of Interest Commitment
- Retirement Participation Notice
- Paid Sick Leave Info
- Healthcare Plan Guide
- Healthcare Plan Comparison
- VOYA Plan guide
- NAD Healthcare Marketplace Info
- Tuition Assistance (Exempt only)

Part-Time Employees

- Request to Hire Form
- Board Minutes
- Application for Employment
- Checked References (2, 3 preferred)
- Employee Information Form
- I-9
- W-4
- Job Description
- Background Screening Instructions
- Direct Deposit & Email Authorization Form
- Tithing Agreement
- Employee Voluntary Self EEO-1
- Retirement Participation Notice
- Paid Sick Leave Info

Temporary Employees and Substitute Teachers

- Application for Employment
- Request to Hire Form
- Board Minutes
- Checked References (2, 3 preferred)
- Employee Information Form
- I-9
- W-4
- Background Screening Instructions
- Direct Deposit & Email Authorization Form
- Tithing Agreement
- Employee Voluntary Self EEO-1
- Paid Sick Leave Info