

## PAPERWORK NEEDED TO COMPLETE THE HIRING PROCESS

<i>If the individual hired is currently a....</i>				
<b>Type of employee</b>	<b>going into a non-BSD union position:</b>	<b>going into a non-BSD nonunion position:</b>	<b>going into a BSD union position:</b>	<b>Going into a BSD nonunion position:</b>
<b>New Hire</b>	<ul style="list-style-type: none"> <li>• Signed profile</li> <li>• Employment Survey</li> <li>• I-9 form with IDS</li> <li>• Federal and State W-4 forms</li> <li>• Union forms*</li> </ul>	<ul style="list-style-type: none"> <li>• Signed profile</li> <li>• Employment Survey</li> <li>• I-9 form with IDS</li> <li>• Federal and State W-4 forms</li> </ul>	<ul style="list-style-type: none"> <li>• Signed profile</li> <li>• Employment Survey</li> <li>• I-9 form with IDS</li> <li>• Federal and State W-4 forms</li> <li>• Union forms*</li> <li>• BSD Compliance Form**</li> <li>• Background Check Consent Form***</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Signed profile</li> <li>• Employment Survey</li> <li>• I-9 form with IDS</li> <li>• Federal and State W-4 forms</li> <li>• BSD Compliance Form**</li> <li>• Background Check Consent Form***</li> </ul>
<b>Temporary Employee</b>	<ul style="list-style-type: none"> <li>• Signed Profile</li> <li>• Union Forms</li> </ul>	<ul style="list-style-type: none"> <li>• Signed Profile</li> </ul>	<ul style="list-style-type: none"> <li>• Signed profile</li> <li>• BSD Compliance Form**</li> <li>• Background Check Consent Form***</li> <li>• Union forms*</li> </ul>	<ul style="list-style-type: none"> <li>• Signed profile</li> <li>• BSD Compliance Form**</li> <li>• Background Check Consent Form***</li> </ul>
<b>Union Employee</b>	<ul style="list-style-type: none"> <li>• No paperwork needed</li> </ul>	<ul style="list-style-type: none"> <li>• No paperwork needed</li> </ul>	If not a current BSD employee: <ul style="list-style-type: none"> <li>• BSD Compliance Form</li> <li>• Background Check Consent Form</li> <li>•</li> </ul>	If not a current BSD employee: <ul style="list-style-type: none"> <li>• BSD Compliance Form</li> <li>• Background Check Consent Form</li> </ul>

\*Send union forms, BSD Compliance forms, and Background Check Consent form to HRS – Records Administration.