**CHECKOFF LIST - NEW HIRE PAPERWORK TO APPOINT SPP CONTRACT**

SPP Employee Name and PIN#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name and W#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_ \_\_

**Initial Forms**

\_\_\_ Request to Appoint SPP Form

\_\_\_ Candidate Interview Log

\_\_\_ 1242-1 Contractual or Part-Time Employment Application and Certification

\_\_\_ DBM Personal Services Contract (1242-2)

\_\_\_ State Employment Application

\_\_\_ Authority for Release of Information

\_\_\_ Reference Check

\_\_\_ Certified Receipt of Position Description (MS-22)

\_\_\_ Criminal Conviction Report From

\_\_\_ Request for Salary Above Base to include wage verification and salary demand

\_\_\_ EEO Applicant Data Form

\_\_\_ Copy of Social Security Card and Driver’s License

\_\_\_ W-4 and Direct Deposit Forms

**Forms/Documents Required within 30-days of contract hire date**

\_\_\_ Minimum Qualification Verification (Completed by Hiring Manager/Contract Monitor)

 ­\_\_ Written verification of work experience

 \_\_ Copy of Licensure, Degree, and/or transcript (if applicable)

\_\_\_ Driver Acknowledgment Form

\_\_\_ Health Benefits Election Form

Hiring Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Revised 3/2018**