

TREMONTON CITY CORPORATION

102 SOUTH TREMONT STREET

TREMONTON, UTAH 84337

(435) 257-9500

**PART-TIME
NEW HIRE ORIENTATION PACKET**

EMPLOYEE NAME: _____ DATE: _____

PERSONNEL CONDUCTING INTERVIEW: _____

COPIES NEEDED:

DATE: INT:

I-9 VERIFICATION FORMS _____

FORMS NEEDED:

PERSONNEL ACTION FORM _____

NEW EMPLOYEE INFO SHEET _____

W-4 WITHHOLDING ALLOWANCE _____

EMPLOYMENT ELIGIBILITY VERIFICATION _____

POLICY STATEMENT AND ACKNOWLEDGMENT _____

FINAL JOB OFFER LETTER _____

ITEMS ASSIGNED TO NEW EMPLOYEE:

CITY IDENTIFICATION CARD DATE _____

KEYS DATE _____

NUMBER _____

TYPE _____

CITY UNIFORMS DATE _____

CREDIT CARD DATE _____

TYPE _____

NO. _____

COMPUTER PASSWORD DATE _____

TOOLS/EQUIPMENT: DATE _____

SPECIAL EQUIPMENT DATE _____

VEHICLE NO. _____ VIN# _____ DATE _____

EMPLOYEE PAYCHECK:

DATE: INT:

DIRECT DEPOSIT _____

REV 10-08.1