

Intern / Lab Student / Volunteer Cover Sheet (In Person Recruitment)

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| Section A Employee Information | Last Name _____ Start Date _____ |
| | First Name, Middle Initial _____ Red ID _____ |
| | Social Security Number _____ |
| | Job Title _____ Division _____ |

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|---|---------------------------------------|--------------------------------------|
| Section B Payroll Information | Primary Labor Account Number _____ | Position Type (please, check one) |
| | Additional Labor Account Number _____ | <input type="checkbox"/> Intern |
| | Additional Labor Account Number _____ | <input type="checkbox"/> Lab Student |
| | | <input type="checkbox"/> Volunteer |

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| Section C Miscellaneous Information | Enroll in DMV Pull Program: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, must submit copy of DL and Operating Vehicles Policy Agreement |
| | Background Check Completed (if applicable) Date _____ Live Scan Completed (if applicable) Date _____ |

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| Section D Department Approvals | Supervisor Name (please print) _____ |
| | Signature _____ Date _____ |
| | Manager / Director Name (please print) _____ |
| | Signature _____ Date _____ |

Intern / Lab Student / Volunteer Forms and Notices Checklist

Section E - Required Forms - Return to Payroll

- Intern / Lab Student / Volunteer Cover Sheet
- Volunteer Application
- Employee Emergency Contact Information
- Confidential Data Sheet (N/A if Rehire)
- Code of Safe Practices
- Safety Orientation Checklist

Section G - Additional Forms - Return to Payroll if applicable

- Computer Usage Agreement
- Network User Agreement
- Operating Vehicles Policy Agreement
- Proof of Automobile Insurance
- Auto Insurance Coverage Verification

Section F - Record of Provided Notices to Employee

- New Hire Notice - Injuries Caused by Work
- Sexual Harassment Brochure

PAYROLL USE ONLY

If rehire, last separation date: _____

Sick Leave Accrual Balance: _____

Pay Group: _____