

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

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

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

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 _____

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: _____