

NEW EMPLOYEE CHECKLIST

Employee Name: _____

Circuit: _____ DOH: _____

Required Forms for Processing

- Personnel Action Form
- New Hire Onboarding paperwork (online @ www.pacga.org)
- I-9 Form (Employment Eligibility Verification) **NOTE: If the employee is being rehired within 3 years of the date that his or her original Form I-9 was completed, you must complete Section 3 of the original Form I-9.**
- I-9 Acceptable Documents
- Employment Application (online @ www.pacga.org)
- Drug Screen form (available in the Circuit Office) **must be completed within 10 days**
- Oath of Office (ADA/Investigators)
- Appointment Order (ADA/Investigators/VA)
- Loyalty Oath
- JRS Membership application (District Attorneys only)