



CONSTRUCTION
RECRUITERS AMERICA INC.

NEW HIRE PAPERWORK CHECKLIST:

____ Fax Cover Sheet

____ New Hire Information Sheet

____ Form W-4 (2011)

____ Form I-9, Employment Eligibility Verification

____ Copy of Applicable documents required with Form I-9

____ New Hire Insurance Questionnaire

____ Deposit Authorization Form

____ Copy of Voided check or Pay Card Application NOTE: if you choose Pay Card option once the Application has been processed you are required to sign an additional form. Please check your email for receipt of this form and return immediately to 888-457-3336 or email: Ashley@craoh.com

____ Policies and Procedures NOTE: Initial and sign ALL where indicated

____ Email Pay Stub Authorization NOTE: Your paystub will be sent via email each pay period

I _____ acknowledge that I have visited www.constructionrecruitersamerica.com and have read the Worker's Compensation Fraud and Substance Abuse Polices on this web site.

Signature

Date