

SOUTH CAROLINA FORESTRY COMMISSION NEW EMPLOYEE CHECK LIST

SSN: _____	DATE HIRED: _____
NAME: _____	LOCATION: _____
HOME ADDRESS: _____	WORK ADDRESS: _____
HOME PHONE: _____	WORK PHONE: _____
DRIVER'S LICENSE NUMBER: _____	RADIO CALL SIGN: _____
CLASS & EXP: _____	BIRTHDATE: _____
AFFIRMATIVE ACTION REPORT INFORMATION: RACE: _____ SEX: _____	

Pre-Employment Checklist Required & Completed

EMPLOYEE GIVEN AND / OR ADVISED OF:

- SCFC History
- SCFC Mission Statement
- SCFC Core Value Statement
- SCFC / Regional Organizational Structure
- SCFC Strategic Plan
- SCFC Services Brochure(s) / Seedling Catalog
- Employee Handbook (Reviewed by Index)
- Position Description (Give Sample)
- Employee's Time Report
- A-1 Report (Give form is applicable for position)
- Deferred Compensation Program
- Drug-Free Workplace Policy Statement
- Physical Fitness Policy & Procedure (give copy)
- State Credit Union Directory of Services & Application
- State Employees Association History & Application
- US Savings Bond Application Form
- Uniform Order Packet (If applicable for position)
- Insurance Benefits Guide
- Insurance Advantage
- Dental Card(s) (If coverage elected)

FORMS SUBMITTED:

- Notice of Personnel Action
- Application Form
- Active Notice of Election
- Children w/ Same-Different Last Name (if applicable)
- Student Certification Form (if applicable)
- LTC / HIPAA / COBRA Statement
- Retirement Systems Enrollment Form
- Retirement Systems Beneficiary Form
- Copy of SS Card
- P-4 Withholding Form
- Employment Eligibility Verification Form
- Copy of SS Card & Driver's License
- Authorization for Electronic Deposit (if elected)
- Voided Check (if elected)
- Vehicle Equipment Information Form 3168 (if applicable)
- Personnel Available for Dispatch Form (if applicable)
- Signed ID Card with Photo
- Physical Fitness Notification Statement (if applicable)
- SCFC Disclaimer Statement

DISCLAIMER: THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

EMPLOYEE'S SIGNATURE

DATE

ADMINISTRATIVE ASSISTANT'S SIGNATURE

DATE