

LEGAL FORMS + HR FORMS
All Forms Are in Microsoft Word Except as Indicated

Pre Employment and Hiring Forms

1. Confidentiality Agreement
2. Employment Application with Employee At Will Acknowledgment (without Arbitration Provision)
3. Employment Application with Employee At Will Acknowledgment (with Arbitration Provision)
4. Reference Checklist
5. Applicant's Authorization to Conduct Reference Check and Release of Employer from Liability
6. Initial Credit Report Disclosure – Fair Credit Reporting Act (pdf)
7. Authorization to Obtain Consumer Credit Report - Fair Credit Reporting Act
8. Pre-Adverse Action Notice – Fair Credit Reporting Act (pdf)
9. Adverse Action Notice – Fair Credit Reporting Act (pdf)
10. Drug & Alcohol Testing Consent and Release
11. Authorization and Release for Driver's License & Criminal Background Check

Employee Forms

12. New Hire Checklist
13. Acknowledgment and Receipt of Employee Handbook and Acknowledgment of At Will Employment
14. At Will Employment Agreement
15. Non-Solicitation Agreement
16. Non-Compete Agreement
17. I-9 (English) (pdf)
18. I-9 (Spanish) for use only in Puerto Rico (pdf)
19. Property Receipt Form
20. Employee Conflict of Interest Statement
21. Change of Personal Information Report
22. Employee Warning and Disciplinary Action Report with Employment At Will Notice
23. Employee Evaluation with Employment At Will Notice
24. Suggestion Submission
25. Weekly Work Schedule – Postable (Excel)
26. Weekly Employee Time Record (Excel)
27. Monthly Employee Time Record (days 1st-15th and 16th-31st) (Excel)
28. Overtime Authorization
29. HIPAA Release
30. FMLA - Leave Request – Family and Medical Leave Act
31. Leave Request - Non-FMLA, Jury Duty, Vacation, Personal and Military Service
32. Notice of Employee's Failure to Return to Work

Employee Exit Forms

33. Property Return
34. Exit Interview
35. Termination Report