

18 HR FORMS

All Forms Are in Microsoft Word Except as Indicated

1. Employment Application with Employee At Will Acknowledgment (without Arbitration Provision)
2. Reference Checklist
3. New Hire Checklist
4. Acknowledgment and Receipt of Employee Handbook and Acknowledgment of At Will Employment
5. Non-Solicitation Agreement
6. I-9 (English) (pdf)
7. I-9 (Spanish) for use only in Puerto Rico (pdf)
8. Property Receipt Form
9. Employee Warning and Disciplinary Action Report with Employment At Will Notice
10. Employee Evaluation with Employment At Will Notice
11. Weekly Work Schedule – Postable (Excel)
12. Monthly Employee Work Record (Excel)
13. Monthly Employee Time Record (days 1st-15th and 16th-31st) (Excel)
14. Overtime Authorization
15. Leave Request - Non-FMLA, Jury Duty, Vacation, Personal and Military Service
16. Property Return
17. Exit Interview
18. Termination Report