

Peaceful Valley Donkey Rescue, Inc.



New Hire Packet Checklist

Employee Name: _____

Date of Hire: _____

First Day Of Work: _____

Job Application

W4 Withholding Form

I9 Immigration Form

Direct Deposit Form

Copy of Driver's License or ID card

Trainer/Yard Hard Job Description

Review Employee Policies/Sign Confirmation Sheet

Pre-Employment Drug Screening

Date of completion: _____

Employee Signature: _____

Supervisor Signature: _____