

Seasonal Worker New Hire Information Checklist

Personal Information

<input type="checkbox"/>	Full Name
<input type="checkbox"/>	Date of Birth
<input type="checkbox"/>	Address
<input type="checkbox"/>	Phone Number
<input type="checkbox"/>	Emergency Contact

Employment Documents

<input type="checkbox"/>	Signed Offer Letter
<input type="checkbox"/>	Proof of Eligibility to Work
<input type="checkbox"/>	Tax Forms
<input type="checkbox"/>	Direct Deposit Details

Training & Orientation

<input type="checkbox"/>	Orientation Attendance
<input type="checkbox"/>	Health & Safety Training
<input type="checkbox"/>	Job-Specific Training
<input type="checkbox"/>	Issued Employee Handbook

Notes

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