

Manufacturing Employee Eligibility Checklist

Employee Name:

Position/Job Title:

Department:

Eligibility Requirements

- ☐ Legal authorization to work
- ☐ Minimum age requirement met
- ☐ Completed background check
- ☐ Completed safety training
- ☐ Medical clearance (if required)
- ☐ Relevant certifications/licenses (if applicable)
- ☐ Previous experience verified
- ☐ Reference checks completed

Notes:

Verified by (Name & Signature):

Date:
