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| **SEN-ORGANIC SMALL PLATE, LLC**  2901 W Cary St, Richmond VA 23221  (804) 355-0736 INFO@SENORGANICSMALLPLATE |
| *Version 2– May 6, 2019* |

**NEW HIRE CHECKLIST**

I, (Name of Employee) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read, understand, and agree to all the terms in the forms below. I agree to follow all of SEN-ORGANIC SMALL PLATE, LLC’S policies and procedures.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHECK OFF ALL COMPLETED FORMS**

* APPLICATION
* ACCEPTANCE OF OFFER AGREEMENT
* EMPLOYEE INFORMATION FORM
* AUTHORIZATION FOR BACKBROUND CHECK
* W-4 FORM
* I-9 FORM
* PHOTOCOPY OF DRIVER’S LICENSE & SOCIAL SECURITY CARD
* ACKNOWLEGDEMENT OF PROBATIONARY PERIOD
* EMPLOYEE HANDBOOK / ABC TRAINING /
* EMPLOYEE BEHAVIOR & DRESS CODE AGREEMENT FORM
* DUTIES & JOB PERFORMANCE REQUIREMENT FORM
* BUSINESS ASSET AGREEMENT FORM
* CONFIDENTIALITY, NON-COMETITION, NON-SOLICITATION FORM
* COMPANY PROPERTY RECEIPT ACKNOWLEDGEMENT FORM
* MONTHLY AVALIABILITY SHEET
* FORM 1-B CONDITION EMPLOYEE OR FOOD EMPLOYEE AGREEMENT
* PAYROLL CHECK AGREEMENT

HR/MANAGER’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_