

# Pre-Employment Checklist

Applicant Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Department: \_\_\_\_\_

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Interviewed By: \_\_\_\_\_

Additional Interview Notes: \_\_\_\_\_

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## References Contacted:

Name: \_\_\_\_\_ Date Contacted: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_ Date Contacted: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_ Date Contacted: \_\_\_\_\_

Notes: \_\_\_\_\_

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Background Check Completed and Approved? \_\_\_\_\_

Education Verified? \_\_\_\_\_

Applicable Licenses/Certifications Verified? \_\_\_\_\_

Drug Screening Completed? \_\_\_\_\_ Results? \_\_\_\_\_

Applicant Status: ☐ Hired ☐ Not Hired Type of Employee: ☐ Regular ☐ Temporary

Position Type: ☐ Full Time ☐ Part Time Benefits: ☐ Yes ☐ No

Available Start Date: \_\_\_\_\_ Wage/Salary Requested: \_\_\_\_\_

Official Start Date: \_\_\_\_\_ Starting Wage/Salary: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# Pre Employment Form Template

**Yi-Tong Ma**



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