

WELCOME PACKET CHECKLIST FOR ~ EXTRA-HELP APPOINTMENTS

- ☐ **PER1020*** Welcome Letter Extra-Help *(choose applicable form below):
(1020C - If position **does NOT** require a physical and/or lift test)
(1020D - if position **does** require a physical and/or lift test)
- ☐ **PER1021*** Employee Checklist for In-Processing *(choose applicable form below):
(1021C - if position **does NOT** require a physical and/or lift test)
(1021D - If position **does** require a physical and/or lift test)
- ☐ **PER1022** Documents for Employment Eligibility, I-9 Information
- ☐ **PER1025** Health Questionnaire (ONLY if position **does** require a physical and/or lift test)
- ☐ **PER1025A** Parental Release form (ONLY if position **does** require a physical and the candidate is under age 18)
- ☐ **PER1025B** Pre- Employment Health Questionnaire (If position **does NOT** require a physical and/or lift test; liaison must fill out cover page with both the candidate and the liaison information)
- ☐ **JOB SPEC** To be attached to the Health Questionnaire or the Pre-Employment Health Questionnaire
- ☐ **PER1025C** Map to Agile Occupational Medical Center (ONLY if position **does** require a physical and/or lift test)
- ☐ **W-4** Employee's Withholding Allowance Certificate (Federal)
- ☐ **DE-4** Employee's Withholding Allowance Certificate (CA State)
- ☐ **PER1045** Automatic Payroll Deposit Authorization (Direct Deposit)
- ☐ **DOT PHYS** If Applicable, Instructions for Commercial Vehicle License Examination, D.M.V.
- ☐ **FORMS** Medical Examination Report and Medical Examiner's Certificate
- ☐ **CLASS A** If Applicable, County of Santa Cruz Policy on Alcohol and Controlled Substances
- ☐ **DL INFO** Testing (for positions that require a Class A license) and Certification receipt (**PER1507B**)