

# CHECKLIST: SEVENTH CIRCUIT PERMANENT STAFF

## REQUIRED FOR EMPLOYMENT:

<b>A078</b>	<b>Application</b>
<b>A078A</b>	<b>Oath of Office/Appointment</b>
<b>A078B</b>	<b>Voluntary Race / Ethnicity, Gender, Disability Identification</b>
<b>A080</b>	<b>Clerks' and Deputy Clerks' Oath</b>
<b>Background Investigation</b>	<b>Background Investigation Required Information</b>
<b>Emergency Contact Form [internal ]</b>	<b>Emergency Contact Information Form</b>
<b>FMS 2231</b>	<b>Fast Start Direct Deposit Form</b>
<b>I-9</b>	<b>Employment Eligibility Verification</b>
<b>SF 144</b>	<b>Statement of Prior Federal Service</b>
<b>SF 2809</b>	<b>Health Benefits Election Form</b>
<b>SF 2817</b>	<b>Life Insurance Election Form</b>
<b>tax - federal</b>	<b>W-4: federal</b>
<b>tax - state</b>	<b>W-4: state (you must choose the appropriate state form)</b>

## OPTIONAL FORMS:

<b>TSP 1</b>	<b>Thrift Savings Plan Election Form</b>
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## DESIGNATION OF BENEFICIARY FORMS:

<b>SF 1152</b>	<b>Unpaid Compensation</b>
<b>SF 2823</b>	<b>Life Insurance Designation of Beneficiary</b>
<b>SF 3102</b>	<b>FERS Designation of Beneficiary</b>
<b>TSP 3</b>	<b>TSP Designation of Beneficiary</b>

[last updated: 05/04/2017]