

CHECKLIST: STAFF ATTORNEY (Michael Fridkin's Office)

REQUIRED FOR EMPLOYMENT:

AO75B	Type of Appointment - Staff Attorney
AO78	Application
AO78A	Oath of Office/Appointment
AO78B	Voluntary Race / Ethnicity, Gender, Disability Identification
Background Investigation	Background Investigation Required Information
Internal Form	Emergency Contact Information Form
FMS 2231	Fast Start Direct Deposit Form
I-9	Employment Eligibility Verification
SF 144	Statement of Prior Federal Service
SF 2809	Health Benefits Election Form
SF 2817	Life Insurance Election Form
tax - federal	W-4: federal
tax - state	W-4: state (you must choose the appropriate state form)

[last updated: 05/04/2017]