

CHECKLIST: LIBRARY STAFF

REQUIRED FOR EMPLOYMENT:

A078	Application
A078A	Oath of Office/Appointment
Background Investigation	Background Investigation Required Information
EEO Reporting Form	Self-Identification Form - Race/Ethnic, Gender and Disability
ELMO Signature Form	ELMO Signature Form
Emergency Contact Form [internal]	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)

OPTIONAL FORMS:

TSP 1	Thrift Savings Plan Election Form
TSP 3	Thrift Savings Plan Designation of Beneficiary

[last updated: 09/21/2011]