

## CHECKLIST: STAFF ATTORNEY (Michael Fridkin's Office)

### REQUIRED FOR EMPLOYMENT:

<b>A078</b>	<b>Application</b>
<b>A078A</b>	<b>Oath of Office/Appointment</b>
<b>A075B</b>	<b>Type of Appointment - Staff Attorney</b>
<b>Background Investigation</b>	<b>Background Investigation Required Information</b>
<b>EEO Reporting Form</b>	<b>Self-Identification Form - Race/Ethnic, Gender and Disability</b>
<b>ELMO Signature Form</b>	<b>ELMO Signature Form</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>

[last updated: 09/21/2011]