

# CHECKLIST: SEVENTH CIRCUIT PERMANENT STAFF

## REQUIRED FOR EMPLOYMENT:

|                          |   |
|--------------------------|---|
| AO78                     | Application   |
| AO78A                    | Oath of Office/Appointment                                    |
| AO78B                    | Voluntary Race / Ethnicity, Gender, Disability Identification |
| AO80                     | Clerks' and Deputy Clerks' Oath                               |
| Background Investigation | Background Investigation Required Information                 |
| 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 |
|-------|-----------------------------------|

## DESIGNATION OF BENEFICIARY FORMS:

|         |   |
|---------|---|
| SF 1152 | Unpaid Compensation                         |
| SF 2823 | Life Insurance Designation of               |
| SF 3102 | Beneficiary FERS Designation of Beneficiary |