**2023 AD Hiring Packet**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ECI#\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **I-9 Employment Eligibility Verification**
	+ Employee Signature (page 1)
	+ Check box “I did not use a preparer or translator” (page 1)
	+ **List A (Passport)** or **List B (2 forms of ID)**
	+ The employee’s first day (hire date) filled in (page 2)
	+ Signature of Authorized Employer or Authorized Representative
	+ **W-4 Employee Withholding Certificate 2023**
	+ Employee signature Step 5
* **OF-306 Declaration of Federal Employment**
	+ all YES or NO boxes have been checked
	+ Applicant Signature 17a
* **Direct Deposit (will need bank routing and account #’s)**
	+ Section 1 A, B, D, E, F
	+ Signature under Payee Certification
	+ Section 2 (USDA Forest Service 605 S Mission St McCall, Id 83638)
	+ Section 3 Name & address of Financial Institution
	+ **Routing Number**
* **Incident Behavior**
* **Statement of Physical Ability**

**AD CONTACT INFORMATION**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ECI # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CELL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Designation of Beneficiary**
* **Emergency Notification Form**