**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**