

Sweeper

After completing the attached documents, bring them to Human Resources along with the following:

1. Miscellaneous Application (signed by your Supervisor).
2. Valid identification(s) to complete the I-9 in Human Resources (see attached for ID options).
3. Banking information – bring a blank, voided check to Human Resources. If you do not have a check, obtain a printed direct deposit form with your name, account number & routing number from your financial institution. Your name must be on the account.

*Your fingerprints will be taken if you are 18 years or older.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR	AND	
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	3. School ID card with a photograph	3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)	4. Voter's registration card	4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.	5. U.S. Military card or draft record	5. U.S. Citizen ID Card (Form I-197)
	6. Military dependent's ID card	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	7. U.S. Coast Guard Merchant Mariner Card	7. Employment authorization document issued by the Department of Homeland Security
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	
	For persons under age 18 who are unable to present a document listed above:	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

SWEEPER NEW HIRE ELIGIBILITY FORM CHECKLIST

All new employees must complete the new hire paperwork with Human Resources before they may begin working.

This is only a checklist. Please **DO NOT** give a copy of this form to sweeper.

First Name: _____ Last Name: _____

School/Department: _____ Position Title: _____

The Department of Human Resources is required to obtain the following items to complete your personnel file:

- Miscellaneous Sweeper Application (must have Asst. Facility Manager's signature)
- *If over 18, online application submitted**
- Emergency Contact Form
- Equal Opportunity Employment Information
- W-4
- Direct Deposit Form with voided check and/or form from bank
- I-9 Form (Proof of Work Eligibility(i.e. Student ID, Social Security, Birth Certificate, or Passport)
- Completed Initial Sweeper Training Ticket
- Fingerprinted in Human Resources if over the age of 18 (District Office)
- Sweeper Training Class Ticket given to sweeper
- Copy Hire sheet and send to Bailey Pearson in Facilities
- Add employee to database for Sweeper Orientation Class (HR Tree, Sweeper Orientation Roster. Add today's date and fill in the blanks, SAVE)
- Attach original hire sheet to other documents and give to Ricki

This individual has completed all new hire paperwork and may begin working.

Department of Human Resources

Date

Rev. 5/28/2020



DEPARTMENT OF HUMAN RESOURCES
9361 South 300 East Sandy, Utah 84070-2998
Phone (801) 826-5500 Fax (801) 826-5374

PERSONNEL INFORMATION

Name: (Last) (First) (Middle) (Former Name)

Address: (Address) (City) (State) (Zip)

Telephone: (Home) (Cell) Social Security: ### - ## - (Last 4 Digits)

Date of Birth: (MM/DD/YYYY)

Have you retired from the Utah State Retirement System? Yes No

Are you married? Yes No

EMERGENCY CONTACT INFORMATION

In case of emergency, please notify:

Name:

Telephone: () -

Relationship:

Where did you learn of this employment opportunity with Canyons School District?

- Canyonsdistrict.org
Employee Referral (Employee Name)
Vidcruiter
CSD School (School Name)
Workforce Services
Career Center/Handshake (University/College)
Other (Please List Source)
Career Fair (List Career Fair)

Employee Signature: Date: