

# Employee File Checklist

## Construction

### EMPLOYEE FILE

Name of employee:

Department:

Date of joining:

DATE

2017-01-01

Employee application

Employee Resume

W4 Form

Eligibility Verification Form

Detailed job description

Employee orientation and induction

Employee training

Certificate of Agreement

DFWP Policy Acknowledgement

Medical questionnaire

Last MVR date

MVR Annual Re-check

MVR Acknowledgement and disclosure

MVR Authorisation

MVR Rerun due date

Vehicle safety Registration

NSC Training certificate

Initial driver road test

Date of initial test

DATE

2017-01-01

Agreement of vehicle use

Due date of road test

DATE

2017-01-01

Employee handbook copy

Acknowledgement of equal opportunities

Actions to be taken

Action items

Actions assigned to

Date of completion

DATE

2017-01-01