



New Hire Forms Check List

- ☐ **Employment Application** (If not already completed)
- ☐ **Form I-9, Employment Eligibility Verification** (IMPORTANT: See page 9 of the I-9 document for a list of acceptable supporting documentation. Originals must be presented to HR.)
- ☐ **IRS Form W-4**, Employee's Withholding Allowance Certificate
- ☐ **Background Screening Notice**
- ☐ **Voluntary Self-Identification of Disability**
- ☐ **Post-Offer Veteran Questionnaire**
- ☐ **Employee Personal Data Sheet**
- ☐ **Payroll Direct Deposit Form**
- ☐ **Certificate for Non-Residence in New Jersey** (Only required for those who work at a Wilmington University New Jersey location **AND** reside in Pennsylvania)
- ☐ **Employee Handbook Acknowledgement**
- ☐ **Faculty Handbook Acknowledgement** (Only required for Faculty)

Enrollment forms for current cafeteria plan benefits will be provided during your orientation meeting in the Human Resources Office.

Wilmington University – Human Resources Office
47 Reads Way
New Castle, DE 19720
(302) 356-6774