



New Jersey | Dallas | San Francisco  
Virginia | Houston | Phoenix | Los Angeles

BABCO FOODS INTERNATIONAL  
201 Circle Dr N #115, Piscataway, NJ 08854, USA  
Phone: +1-866-216-9619 | Fax: +1-732-667-7578  
Web: www.babcofoods.com

## Checklist of Human Resources Documents for New Employees

**Babco HR Personnel/Managers:** Have the new employee complete all documents, verify that no info is missing, and scan and email each document separately to Dr. Ken Vaz.

### For All Employees

- |   |   |
|---|---|
| <input type="checkbox"/> 1. Employment Application Form | <i>Complete form must be filled</i>                         |
| <input type="checkbox"/> 2. Consent to Background Check | <i>Form must be filled completely and signed</i>            |
| <input type="checkbox"/> 3. USCIS I-9 Form              | <i>Don't forget p. 2 to be completed by a Babco Manager</i> |
| <input type="checkbox"/> 4. IRS W-4 Form                | <i>Don't forget Box 5 to be filled by employee</i>          |
| <input type="checkbox"/> 5. Employee Handbook           | <i>Signed copy of last page needed for employee file</i>    |
| <input type="checkbox"/> 6. ADP Direct Deposit Form     |   |

### Additional Documents for Staff with Access to Sensitive Company Information

- ☐ 1. Non-Disclosure Agreement

### Additional Documents for Fleet (Driver) Staff

- |   |  |
|---|--|
| <input type="checkbox"/> 1. MVR Authorization Form                        | <i>Needed for screening <u>before</u> employment offer</i>             |
| <input type="checkbox"/> 2. Fleet Safety Program                          | <i>Pages 10, 11, 12 and 13 to be filled and signed by new employee</i> |
| <input type="checkbox"/> 3. Memo - Commercial Auto Insurance Requirements | <i>Signature needed as receipt</i>                                     |
| <input type="checkbox"/> 4. Memo - DOT Regulations and Babco Policies     | <i>Initials needed for each item</i>                                   |
| <input type="checkbox"/> 5. DOT Health/Medical Card                       | <i>Copy needed</i>   |
| <input type="checkbox"/> 6. Driver Road Test and Certificate              | <i>To be administered by Manager</i>                                   |

### IT Tasks

- ☐ 1. Create email address
- ☐ 2. Set up PC
- ☐ 3. Add to/delete from AllStaff and other email distribution lists
- ☐ 4. Add to/delete from Track Sheet
- ☐ 5. Add to/delete from PickSheetCreator
- ☐ 6. Add to/delete from What's App