



**Broadband Telecom Services, Inc.
New Hire Checklist**

	Y	N	
1) Prelim Background Check / Authorization	<input type="checkbox"/>	<input type="checkbox"/>	Email info to SJ for OK

2) APPLICATION (Hardcopy or Online Version)	<input type="checkbox"/>	<input type="checkbox"/>	
3) EMPLOYMENT INFORMATION FORM	<input type="checkbox"/>	<input type="checkbox"/>	
4) CONTRACTORS AGREEMENT	<input type="checkbox"/>	<input type="checkbox"/>	
5) DMV & CRIMINAL BACKGROUND CHECK.com	<input type="checkbox"/>	<input type="checkbox"/>	
6) W-9	<input type="checkbox"/>	<input type="checkbox"/>	Fax to SJ
7) TRAINING ADVANCES POLICY	<input type="checkbox"/>	<input type="checkbox"/>	
8) DRUG TEST RESULTS	<input type="checkbox"/>	<input type="checkbox"/>	
10) INSURANCE / BENEFITS - ENROLLMENT FORM	<input type="checkbox"/>	<input type="checkbox"/>	Fax to SJ
11) I-9 EMPLOYMENT ELIGIBILITY VERIFICATION	<input type="checkbox"/>	<input type="checkbox"/>	
12) BTS EMPLOYEE/CONTRACTOR MANUAL SIG SHEET	<input type="checkbox"/>	<input type="checkbox"/>	
13) BTS SAFETY MANUAL SIG SHEET	<input type="checkbox"/>	<input type="checkbox"/>	
14) DRUG TEST INTERPRETATION SIG SHEET	<input type="checkbox"/>	<input type="checkbox"/>	
15) COPY OF SOCIAL SECURITY CARD	<input type="checkbox"/>	<input type="checkbox"/>	
16) COPY OF AUTO INSURANCE (current)	<input type="checkbox"/>	<input type="checkbox"/>	
17) COPY OF DRIVER LICENSE	<input type="checkbox"/>	<input type="checkbox"/>	
18) COPY OF PROOF OF REGISTRATION (Vehicle Reg)	<input type="checkbox"/>	<input type="checkbox"/>	
19) SCHEDULE F (2 pages)	<input type="checkbox"/>	<input type="checkbox"/>	
20) TOOL PAYMENT PLAN / POLICY	<input type="checkbox"/>	<input type="checkbox"/>	
21) TOOL DEDUCTION SHEETS	<input type="checkbox"/>	<input type="checkbox"/>	

Signature: _____ Date: _____