



## **Town of Princeton**

### **Full Time New Employee Checklist**

- Employee Data Sheet
- W-4
- I-9
  - Identification
  - Employee Eligibility Verification
- Direct Deposit Form
- Personnel Policy Receipt
  - Pregnant Workers
  - Electronic Use Policy
  - Equal Opportunity
- EAP
- Worcester Regional Form
- Social Security Form
- Code Red
- Mandatory Municipal Employee Ethics
- Key User Agreement
- Cori Form
- Sori Form (Library, COA, Parks and Recreation)
- Full Time Benefit Packet