



**DIOCESE OF GREAT FALLS-BILLINGS
OFFICE OF THE DIOCESAN DIRECTOR OF HUMAN RESOURCES**

P.O. Box 1399 * Great Falls, Montana 59403 * (406) 727-6683

www.diocesegfb.org

New Hire Forms Checklist

Employee Name	Location
Position	Date of Hire

**NOTE: Safe Environment Training Must Be Completed and Confirmed Before Any Employee Begins Employment. There Are No Exceptions!
(If there are any questions regarding who “Safe Environment Training” pertains to, please call the “Diocesan Safe Environment Coordinator” at (406) 604-1850 immediately)**

<u>Form</u>	<u>Hiring Official Initials</u>
<u>Safe Environment Training</u>	_____
New Hire Checklist	_____
Employment Application	_____
08/01/2023 - I-9 Employment Eligibility	_____
2024 – Federal W-4 Employee’s Withholding Certificate	_____
2024 – Montana Employee’s Withholding Allowance and Exemption Certificate	_____
Payroll Status Change Form	_____
Direct Deposit Authorization	_____
Employee Emergency Contact Information	_____
Acknowledgement - Personnel Policies and Procedures	_____
Acknowledgement – Communication Technologies Policy	_____

All original forms must be returned to the Human Resource Department. Copies may be made for and filed in the respective Parish/School offices. For any questions, please contact:

Daniel J. McLaughlin
Director of Human Resources
dmclaughlin@diocesegfb.org
(406) 604-1857

Received and Completed ___ day of _____, 2024

Employee Signature

Hiring Official Signature