



DIOCESE OF GREAT FALLS-BILLINGS

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)

Forms:

Hiring Official Initials/Date:

Safe Environment Training

New Hire Checklist

Employment Application

I-9 Employment Eligibility

Federal W-4 Employee's Withholding Certificate

MT 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 Diocese Human Resource Department. Copies may be made for and filed in the respective Parish/School offices. For any questions, please contact:

Attn: Human Resources, HRGroup@diocesegfb.org; (406) 727-6683 ex. 125

Received and completed this _____ day of _____, _____.

Employee Signature

Hiring Official Signature