



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 retained by the hiring parish or location in the employee's file.

Received and completed this _____ day of _____, _____.

Employee Signature

Hiring Official Signature