



## New Employee Checklist

Team Member Name: \_\_\_\_\_ Store #: 682

### **SECTION 1**

To be completed by New Employee

- Employment Application
- Employee Information Sheet
- I-9
- W-4
- L-4
- Employee Acknowledgement of Receipt
- Hazardous Communication Training Form

### **SECTION 2**

To be completed by Restaurant General Manager

- The Restaurant General Manager portion of the Team Member Information Sheet
- Copy of I-9 documents
- New Employee Checklist

### **SECTION 3**

To be read and retained by New Employee

- Job Description
- Anti-Discrimination and Anti-Harassment Guideline
- Huddle House Employee Handbook

MANAGER: WHEN PROCESSING HAS BEEN COMPLETED, IMMEDIATELY:

1. Fax the W-4 and Team Member Information Sheet to the home office (866) 350-1075
2. Mail all forms in Sections 1 and 2 to the home office.

Manager's Name (printed): \_\_\_\_\_

Manager's Signature: \_\_\_\_\_