



## Sumter County Board of Commissioners

P.O. Box 295, 500 W. Lamar Street, Americus, GA 31709-0295

Phone (229) 928-4500 Fax (229) 928-4503

[www.sumtercountyga.us](http://www.sumtercountyga.us)

## ONBOARDING CHECKLIST – VOLUNTEER

### APPLICATION

Birth Certificate  GED/High School Diploma  Social Security Card  Driver's License

### DIRECT DEPOSIT FORM

Voided check or authorization letter from financial institution

### W-4 FEDERAL TAX FORM

### G-4 STATE TAX FORM

### I-9 FORM

Supporting documentation provided

E-Verify completed (within 3 days)

### PERSONNEL ACTION FORM (PAF)

### EMERGENCY CONTACT FORM

### NOTICE OF WORKERS COMPENSATION PROCEDURES

### EQUAL OPPORTUNITY STATEMENT ACKNOWLEDGEMENT

### ANTI-HARASSMENT POLICY ACKNOWLEDGEMENT

### SAFETY POLICY ACKNOWLEDGMENT

### SMOKE & TOBACCO-FREE WORKPLACE POLICY ACKNOWLEDGEMENT

### AFFIDAVIT

### POST OFFER OF EMPLOYMENT MEDICAL INQUIRY

### MOTOR VEHICLE REPORT

### CRIMINAL HISTORY CONSENT FORM

### ORIENTATION

PERSONNEL POLICIES & PROCEDURES ACKNOWLEDGEMENT

Fingerprints

Drug Test

Physical