



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

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 ACKNOWLEDGEMENT
- _____ 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