New Hire Forms Check List

- **Employment Application** (If not already completed)
- **Form I-9, Employment Eligibility Verification** (IMPORTANT: See page 9 of the I-9 document for a list of acceptable supporting documentation. Originals must be presented to HR.)
- **IRS Form W-4**, Employee’s Withholding Allowance Certificate
- **Background Screening Notice**
- **Voluntary Self-Identification of Disability**
- **Post-Offer Veteran Questionnaire**
- **Employee Personal Data Sheet**
- **Payroll Direct Deposit Form**
- **Certificate for Non-Residence in New Jersey** (Only required for those who work at a Wilmington University New Jersey location AND reside in Pennsylvania)
- **Employee Handbook Acknowledgement**
- **Faculty Handbook Acknowledgement** (Only required for Faculty)

Enrollment forms for current cafeteria plan benefits will be provided during your orientation meeting in the Human Resources Office.