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| Department of Economic OpportunityOPS Employment Checklist |

**Process Area:** **Cost Center:**

**Contact Person:** **Phone Number:**

## THE FOLLOWING DOCUMENTS MUST BE SUBMITTED FOR ALL ORIGINAL OPS APPOINTMENTS:

**[ ]** DEO Form HRM-1, Personnel Action

[ ]  DEO Form HRM-20, OPS Work Assignment Sheet – **(COMPLETELY FILLED OUT)**

[ ]  Florida Retirement System (FRS) – Certification Form

[ ]  I-9 Employment Eligibility Verification (With Copies of Appropriate Documentation)

[ ]  Oath of Loyalty

[ ]  Date of Level 2 Background Screening Results \_\_\_\_\_\_\_\_\_\_\_\_ (if designated a Special Trust Position)

[ ]  DEO OPS Employee Certifications form

* Acknowledgement of Receipt form for Sexual Harassment Policy #2.04
* Pledge on Behalf of the People of Florida for Code of Ethics Policy #1.05
* Policy Acknowledgement Form for Code of Personal Responsibility Policy #1.07

[ ]  A signed and dated State of Florida Application

[ ]  Verification of Student Status (if applicable)

[ ]  A Copy of Documentation as Proof of Selective Service Registration or Exemption

(Males born on or after 10/01/1962)

[ ]  Complete the appropriate Employee Action Request Form <http://admin.awi.state.fl.us/applications/EmployeeActions/default.aspx>