|  |
| --- |
| Department of Economic Opportunity OPS 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>