

Employee New Hire Paperwork Checklist

Xscape Theatres
KY - Blankenbaker

To be completed by Manager

New Hire Name

Last Name: _____ First Name: _____

Please submit the following forms to Human Resources:

- Employee New Hire Form
- Employee Handbook Acknowledgement Form
- Application for Employment
- W4 Federal Tax Withholding Form
- KY Tax Withholding Form
- I9 Forms pages 7 & 8 and Copies of Required Documents (List A or B&C)
- Employee Direct Deposit Form and Voided Check(s)
- Mandatory Direct Deposit Policy Acknowledgement
- Age Certificate From School (for Minors)
- Xscape Written Food Employee Health Policy
- Background Check (Managers Only)
- Management Email Accounts Agreement (Managers Only)

Manager Signature & Date