



## New Hire Checklist

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- Application
- IRS Employee's Withholding Certificate (Form W-4)
- Employment Eligibility Verification (Form I-9) Including Documents
- Hold Harmless (Police Only)
- Fort Wayne Conflict of Interest Form (FWPD Only)
- Direct Deposit Authorization (Optional)
- Passport Quality Photo (Police Only)
- Fingerprint Card (Police Only)
- DHS Persons & Certification Details (Medic Only)