

# NEW HIRE CHECK LIST

**Jay Johnson & Associates**

www.jjassociates.us 408-828-9098

EMPL. NAME \_\_\_\_\_ ID # \_\_\_\_\_

HIRED DATE \_\_\_\_\_ START DATE \_\_\_\_\_

APPLICATION  LIST OF VIOLATIONS

MEDICAL CARD COPY  CERTIFICATE FROM STATE ISSUING CDL

DRIVER LICENSE COPY  ANNUAL REVIEW OF DRIVING RECORD

DMV REPORT  PAST EMPLOYMENT VERIFICATION

DOT DRUG & ALCOHOL TEST (D/A File)  RESPONSE FROM PAST EMPLOYER

DRIVER TEST  RECEIPT OF CSAT EDUCATION AND COMPANY DRUG/ALCOHOL POLICY

PULL NOTICE

ORIENTATION

COMPANY REP. \_\_\_\_\_ ID # \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_