



PAC

Prosecuting
Attorneys'
Council of Georgia

NEW HIRE DOCUMENTS CHECKLIST

Employee Name: _____

Circuit: _____ DOH: _____

REQUIRED DOCUMENTS FOR PROCESSING:

- Personnel Action Form
- Oath of Office
- Appointment Order
- Employment Application
- Loyalty Oath
- New Hire Paperwork (completed online)
- I-9 Acceptable Documents I-9 Form (Employment Eligibility Verification) (send a copy of IDs used with form; see back of I-9 form for a list of acceptable documents) **NOTE: If the employee is being rehired within 3 years of the date that his or her original Form I-9 was completed, you must complete Section 3 of the original Form I-9.**
- I-9 Acceptable Documents
- Military Orders (if applicable)
- Drug screen completed
- ERS/GDCP Membership Application
- JRS Membership Application (District Attorneys ONLY)
- JRS Spousal Benefit Coverage (District Attorneys ONLY)
- GA United Credit Union Application (Optional)