

TVAREF employment forms needed for hire:

- Application for Employment
- New Employee Information
- Standard of Ethics – Conduct
- Statement of Commitment and Understanding
- TVAREF EEO Form
- TVAREF Employee Request Form
- TVAREF At-Will Employment Statement

HIRING PROCESS

1. Please complete all forms and return them to TVAREF for processing.
2. After completed / signed TVAREF forms are received, a start date is entered into Trinet HR system by Doug Reeder, TVAREF Executive Director.
3. Once employment information has been entered into the Trinet system, an I-9 is generated. The individual must complete the I-9 **within 3 days**, or they will be cast out of the system, and the whole process will need to be re-done.
4. They will need to provide the following as part of the **Identity Verification for I-9 Form** to Establish Identity (U.S. citizens):

Either-

- U.S. Passport or U.S. Passport Card

Or both of the following documents-

- Driver's license or ID card issued by a State (or outlying possession of the United States) provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address;
- Social Security Card

For other accepted I-9 documents go to the following website: www.uscis.gov