

ABRAHAM BALDWIN AGRICULTURAL COLLEGE

PERSONNEL FILE CHECK SHEET FOR STUDENT WORKERS

_____ Name _____

FWS _____ REG _____ Phone _____ Email _____

In case of an emergency, please notify the following person:

Name	Relationship
Address	
City State Zip Code	Phone Number

	Description	Check
Forms	Federal Withholding (W-4)	
	Georgia Withholding (G-4)	
	I-9 Eligibility to Work	
ID	Driver's License Required	
	Social Security Card Required	
Training	Right-To-Know	
	Coverage and Safety Training - DOAS	

Forms and trainings can be found at: www.abac.edu/jobplacement/jporientation