



ABRAHAM BALDWIN AGRICULTURAL COLLEGE

Office of Human Resources

Student Hiring Check List

Name

Phone

E-mail

Reporting Dept/Area

	Item	Completed
<i>Forms</i>	Referral Form	
	Federal Tax Withholding Form-W-4	
	Georgia State Withholding Tax Form-G-4	
	Employment Eligibility Verification-I-9 <i>Bring original documents for verification</i>	
	Direct Deposit Form	
	Direct Deposit Notification Form	
	<i>Training</i>	Auto Coverage and Safety Training
Drug Free Workplace Statement		
Right to Know Chemical Training		
Non-Harassment Training		