



Michelle Companies

Cathy's Soul For Real Eatery/Pimped Out Pickles+
/Doll Haus 1 Stop Diva Spa

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RE: Employee Onboarding and/or New Hire Documents:

I _____, New Employee

Certify that I received, reviewed, initialed, and signed the following documents:

Description of Document	Initial
1. Copy of Employee's State Identification/Driver's License	_____
2. Copy of Employee's Social Security Card	_____
3. Employment Application	_____
4. Employee Agreement	_____
5. Employee Eligibility Verification Form (I-9)	_____
6. Employee Identification (Work)	_____
7. Employee Manual (Dated April 1, 2025)	_____
8. Employee Resume, Degrees, Certificates, etc.	_____
9. Employee's Withholding Certificate (W-4)	_____
10. Current Hepatitis Record	_____
11. ServSafe Certificate (Where applicable)	_____
_____ Employee Print	_____ Date
_____ Employee Signature	
_____ Michelle Companies/HR Signature	_____ Title