

**TENNESSEE DISTRICT ATTORNEY GENERAL CONFERENCE**

**EMPLOYEE PERSONNEL FORMS AND REFERENCE AUDIT**

Name \_\_\_\_\_ SSN: \_\_\_\_\_

- \_\_\_\_\_ Appointment Letter
  - \_\_\_\_\_ Employee Record Form
  - \_\_\_\_\_ W-4
  - \_\_\_\_\_ Direct Deposit
  - \_\_\_\_\_ Copy of Resume
  - \_\_\_\_\_ Copy of Degree or Transcript
  - \_\_\_\_\_ Copy of Law License
  - \_\_\_\_\_ Prior Service Credit Request
  - \_\_\_\_\_ Affidavit of Prior Service
  - \_\_\_\_\_ Oath of Office
  - ===== Affidavit of Intent
- \_\_\_\_\_ Insurance Form (See Insurance File)
  - \_\_\_\_\_ Insurance Checklist
  - \_\_\_\_\_ Drug Free Workplace Policy
  - \_\_\_\_\_ Leave Beneficiary Designation
  - \_\_\_\_\_ Grant Position Funding
  - \_\_\_\_\_ I9 Form and Documentation
  - \_\_\_\_\_ Title VI Training Questionnaire

**OPTIONAL FORMS**

- \_\_\_\_\_ Credit Union
- \_\_\_\_\_ Deferred Comp (for employees that were employed prior to July 1, 2014)
- \_\_\_\_\_ Life Insurance Forms (See Insurance File)
- \_\_\_\_\_ Other \_\_\_\_\_

**ALL NEW EMPLOYEES WILL BE SENT A PACKAGE IN THE MAIL FROM THE TENNESSE CONSOLIDATED RETIREMENT SYTEM.**

Comments: \_\_\_\_\_  
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