



SONJA COTTON

& A S S O C I A T E S

New Hire Checklist For Employees

Please complete the new hire paperwork prior to your first day of employment. Paychecks will not be processed until all paperwork is submitted.

Employee Paperwork:

- Employment Application (Resume may be attached for sections 2, 3, and 4)
- W-4 Federal Tax Withholding Form
- A-4 Arizona Tax Withholding Form
- I-9 INS Employment Eligibility Verification Form
- Photocopies of I-9 Documentation
- Direct Deposit Form (optional, can be faxed with first time report)

Payroll Information:

- Please scan and email signed timesheets to payroll@sonjacottonlaw.com; or
- Fax approved time report to (602) 230-7733 by noon on Tuesday following the week ending date. Late time reports may not be paid until the following payday.
- Missing or incorrect data may cause delays in processing your check.
- Checks will be direct deposited or mailed Friday.



SONJA COTTON & ASSOCIATES

Application for Employment

1. Applicant Information				
Name:				
Address:				
City:		State:		ZIP Code:
Phone:		Email:		
2. Education History				
Education	Name and location of school	Date graduated	Degree received	
High School				
College/Trade				
Graduate School				
3. Former Employers for the last 2 years (start with most current, attach additional information if necessary)				
From (mm/yy) to (mm/yy)	Name and address of employer	Salary	Position	Reason for leaving
4. References (list three persons not related to you that you have known for at least 1 year)				
Name	Address/Phone	Relationship	Years Known	
5. Criminal Disclosure				
Have you ever been convicted of a felony?		If yes, explain:		
6. Authorization				
I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize SCA Staffing Services to investigate all statements contained herein and the references and employers listed above to give information concerning previous employment and any pertinent information they may have, personal or otherwise, and release SCA Staffing Services from all liability for any damages that may result from utilization of such information.				
Signature of applicant:			Date:	

Reference Release Form

All our clients require business/peer/subordinate references from prospective candidates. Signing the disclosure statement below allows us to check your references, which will only be done when we deem it necessary to further the placement process or to verify information you have given us. ***Reference and salary information is always kept in the strictest professional confidence.***

Disclosure Statement

I understand that **SONJA COTTON & ASSOCIATES** may conduct a reference check. This reference may include information regarding character, work record, general knowledge, capabilities and reputation. I hereby acknowledge that I have read and understand this statement, and hereby authorize **SONJA COTTON & ASSOCIATES** to obtain a reference check as described above.

NAME (please print): _____

SIGNATURE: _____

DATE: _____



SONJA COTTON & ASSOCIATES

Notify in Case of Emergency Form

Employee Name:
In case of emergency, notify:
Relationship to employee:
Home Phone:
Cell Phone:
Work Phone:
Signature:
Date:

Please note:

As a Sonja Cotton & Associates, LLC employee it is your responsibility to ensure we have accurate, up to date information in your personnel and payroll files at all times.



SONJA COTTON & ASSOCIATES

Authorization for Direct Deposit

Fax Completed Form to (602) 230-7733
or Scan and Email to jobs@sonjacottonlaw.com

I authorize SCA Staffing Services to deposit my pay automatically to the account indicated below and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorization will remain in effect until I cancel it in writing and in such time as to afford SCA Staffing Services a reasonable opportunity to act on it.

Employee Name: _____

Employee email for pay stub: _____

Direct Deposit #1:

Name of bank: _____

Bank routing number: _____

Bank account number: _____

Account Type: Checking Savings Amount/Pay Period: \$ _____

Direct Deposit #2:

Name of bank: _____

Bank routing number: _____

Bank account number: _____

Account Type: Checking Savings Amount/Pay Period: NET

Employee Signature: _____ Date: _____

Attach Voided Check Here

Do not use a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on the savings deposit slip. This will help ensure you are paid correctly.