

35 Legal and HR Forms

Pre-employment forms, hiring forms, employee forms and termination forms

1. Confidentiality Agreement
2. Employment Application with Employee At Will Acknowledgment (includes U.S. Supreme Court approved Arbitration Provision)
3. Applicant's Authorization to Conduct Reference Check and Release Employer from Liability
4. Initial Credit Report Disclosure - Required under U.S. Fair Credit Reporting Act (.pdf format)
5. Authorization to Obtain Consumer Credit Report - U.S. Fair Credit Reporting Act
6. Pre-Adverse Action Notice - Required Under U.S. Fair Credit Reporting Act (.pdf format)
7. Adverse Action Notice - Required Under U.S. Fair Credit Reporting Act (.pdf format)
8. Drug & Alcohol Testing Consent and Release
9. Authorization and Release for Driver's License & Criminal Background Check
10. At Will Employment Agreement
11. Non-Compete Agreement
12. Employee Conflict of Interest Statement
13. Change of Personal Information Report
14. Suggestion Submission
15. HIPAA Release
16. FMLA - Leave Request – Family and Medical Leave Act
17. Notice of Employee's Failure to Return to Work
18. Employment Application with Employee At Will Acknowledgment (without Arbitration Provision)
19. Reference Checklist
20. New Hire Checklist
21. Acknowledgment and Receipt of Employee Handbook and Acknowledgment of At Will Employment
22. Non-Solicitation Agreement
23. I-9 English edition (.pdf format)
24. I-9 Spanish language (.pdf format)
25. Property Receipt Form
26. Employee Warning and Disciplinary Action Report with Employment At Will Notice
27. Employee Evaluation with Employment At Will Notice
28. Weekly Work Schedule – Postable (Microsoft Excel format)
29. Monthly Employee Time Record (Microsoft Excel format)
30. Monthly Employee Work Record / days 1st-15th and 16th-31st (Microsoft Excel format)
31. Overtime Authorization
32. Leave Request - Non-FMLA, Jury Duty, Vacation, Personal and Military Service
33. Property Return
34. Exit Interview
35. Termination Report