

Distribution	SUBJECT	Date
SM, DM, DPM, HRA	HIRING AND PERSONNEL FORMS FORM NUMBERS	01/18/13

A-5	Cash Voucher
A-6	Petty Cash Custodian Agreement
A-6a	Petty Cash Transfer Agreement
C-1	Tenant Certification RD 3560-8
L-9	Employee Lease Florida/Georgia
L-10	Security Deposit Agreement Florida/Georgia
L-11	Move-In Inspection
P-2a	Resident File Review Verification Form
P-3	Personnel Action Notice
P-3a	Emergency Absence Information
P-4	Expense Report
P-6	Outside Employment
P-7	Contact and Improvement
P-8	Employee Warning Notice
P-9	Time Away from Property
P-10	Education Reimbursement Request
P-11	Worker's Compensation Reporting Form
P-12	Time Sheet
S-22	Leasing Report
V-1	FMC Background Questionnaire
V-1d	Release to Obtain Pre-Employment Information
V-2	Interview Evaluation
V-3	Request for Previous Employment Information
V-4	Preliminary Request for Permission to Employ
V-4a	Employment Request

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V5	Site Manager Offer Letter
V5a	Maintenance Person Offer Letter
V-6	Site Manager Agreement
V-7a	Maintenance Person Agreement
V-12	Employee Addendum to Lease
V-13	Employee Utility Addendum
V-14a	Standard Operating Procedures Manual-Book 1
V-14b	Standard Operating Procedures Manual-Book 2
V-15	Master Forms Manual Receipt
V-15b	3560 Manual Receipt
V-16	Employee Handbook Receipt
V17	Final Request for Permission to Employ
V17a	Paycheck Checklist
V-18	Classified Advertisement Request
V-19	Verification of Commencement of Employment
V-21	First Paycheck Letter
V-21a	Final Paycheck Letter
V-22a	Employment Procedures and Forms Manual Receipt
V-24	Final Paycheck Checklist
V-26	Verification of Termination of Employment
V-26a	Request to Terminate Employment
V-27	Internet and E-Mail Use Policy
V-30	Drug Free Workplace Policy
V-31	Acknowledgement of Receipt and Understanding
V-32	Consent to Employee Drug Testing
V-33	Direct Deposit Agreement
V-34	Self-Nomination Form
V-35	Non-Use of Tobacco Products Agreement
	Sample Chain of Custody Form

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	Wonderlic Test (Managers)
	Maintenance Test (Maintenance)
	Resume (Applicant submits)