



## REQUIRED FORMS FOR NEW EMPLOYEES

### SUBMIT ALL COMPLETED FORMS TO HUMAN RESOURCES - 2ND FLOOR

[Certificate of Completion](#) – New Employee Orientation Training Program

[Certificate of Completion](#) – Internet Access Training

[Certificate of Completion](#) – Security for Mobile Computing and Storage Devices

[Certificate of Completion](#) – Ethics Training

[Certificate of Completion](#) – Domestic Violence Training

[Non-Disclosure and Standard of Conduct Form](#)

[State of CT Policy on Records Retention – Acknowledgement of Receipt](#) (Form RC-001) rev 11/09/23

[Employment Eligibility Verification Form \(I-9\)](#)

[Emergency Contact and Name & Address Change Form](#)

[Physical Disability, Reporting of a](#)

[Picture Identification, Electronic Access Card-Key & Parking Hang-Tag Request Form](#)

[Evacuation Special Needs](#) (if applicable)

[Flex Time Request form](#) (if applicable)

[Designation of Retirement Plan Election Form \(Form CO-931\)](#) rev 12/19

[Designation of Retirement Plan Beneficiary Form \(Form CO-999\)](#) rev 06/18

[Application for Purchase of Retirement Service Credit \(Form CO-800\)](#) rev 05/23

[Form W-4 Federal](#) (if applicable)

[Form CT W-4](#) (if applicable)

[Direct Deposit Authorization and Input \(Form CO-1040\)](#) (if applicable) rev 10/22

[Health Enhancement Program Enrollment](#) (Form CO-1314) (if applicable) rev 05/23