



OPS Employment Checklist

Division/Bureau/Board:

Employee:

Contact Person:

Phone Number:

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED FOR ALL ORIGINAL OPS APPOINTMENTS:

- Personnel Action, [HRM-1](#)
- OPS Work Assignment Sheet – **(COMPLETELY FILLED OUT)**, [HRM-20](#)
- Date of Level 2 Background Screening Results _____ (if designated a Special Trust Position)
Note: This is the eligibility date you received from Level2@commerce.fl.gov
- State of Florida Employment Application/Resume
- Reference Check and Employment Verification, [Form](#)
- Florida Retirement System (FRS) Employment Certification, [Form](#)
- Employment Eligibility Verification (With Copies of [Acceptable Documents](#)), [I-9](#)
- [W-4](#)
- [Oath of Loyalty](#)
- OPS Employee Certifications, [Form](#)
- Pledge on Behalf of the People of Florida for [Code of Ethics Policy #1.05](#)
- Policy Acknowledgement Form for [Code of Personal Responsibility Policy #1.07](#)
- Acknowledgement of Receipt form for [Sexual Harassment Policy #2.04](#)
- A Copy of Documentation as Proof of [Selective Service Registration](#) or Exemption (Males born on or after 10/01/1962)
- Verification of Student Status (if applicable)
- Complete the appropriate Employee Action Request [form](#)

[Employee Personal Information Sheet](#)

This checklist is to be submitted to HRMHiring@commerce.fl.gov along with above documents.

Revised 08/23