

# CHECKLIST: CIRCUIT EXECUTIVE STAFF

## REQUIRED FOR EMPLOYMENT:

<b>A078</b>	<b>Application</b>
<b>A078A</b>	<b>Oath of Office/Appointment [ use Sections A through C only ]</b>
<b>Background Investigation</b>	<b>Background Investigation Required Information</b>
<b>EEO Reporting Form</b>	<b>Self-Identification Form - Race/Ethnic, Gender and Disability</b>
<b>ELMO Signature Form</b>	<b>ELMO Signature Form</b>
<b>Emergency Contact Form [internal ]</b>	<b>Emergency Contact Information Form</b>
<b>FMS 2231</b>	<b>Fast Start Direct Deposit Form</b>
<b>I-9</b>	<b>Employment Eligibility Verification</b>
<b>SF 2809</b>	<b>Health Benefits Election Form</b>
<b>SF 2817</b>	<b>Life Insurance Election Form</b>
<b>tax - federal</b>	<b>W-4: federal</b>
<b>tax - state</b>	<b>W-4: state (you must choose the appropriate state form)</b>

## OPTIONAL FORMS:

<b>TSP 1</b>	<b>Thrift Savings Plan Election Form</b>
<b>TSP 3</b>	<b>Thrift Savings Plan Designation of Beneficiary</b>
	<b>Dental Benefits Election form</b>
	<b>Vision Benefits Election form</b>