

CHECKLIST: LAW CLERK

[Please note: ELMO does not apply to law clerk staff.]

REQUIRED FOR EMPLOYMENT:

A078	Application
A078A	Oath of Office/Appointment [use Sections A through C only]
A075A	Type of Appointment - Law Clerk
Background Investigation	Background Investigation Required Information
EEO Reporting Form	Self-Identification Form - Race/Ethnic, Gender and Disability
Emergency Contact Form [internal]	Emergency Contact Form
FMS 2231	Fast Start Direct Deposit Form
I-9	Employment Eligibility Verification
SF 2089	Health Benefits Election Form
SF 2817	Life Insurance Election Form
tax - federal	W-4: federal
tax - state	W-4: state (you must choose the appropriate state form)