
COUNTY OF SPOTSYLVANIA



MEMORANDUM

To: New Hire (FREM Instructors)
From: Department of Human Resources
Date:
Subject: New Hire Paperwork

Enclosed, please find the following documents that need to be completed and returned to us as soon as possible:

- **Employment Application**
- **Random Drug Testing Form**
- **Employee Data sheet**
- **Form I-9, Employment Eligibility Verification**
Complete Section 1, to include a signature and date. You must include one document from List A OR one document each from List B and List C. (See attached Lists of Acceptable Documents.)
- **EEO Statistics**
- **Form W-4 (Federal Income Tax Withholding)**
- **Form VA-4 (Virginia Income Tax Withholding)**
- **Authorization Agreement for Payroll Direct Deposit (Voided Check Needed)**
It is mandatory that all payroll checks be direct deposited
- **Driving Record Transcript Authorization**
Authorization to obtain copies of your Motor Vehicle Record and Driving History
- **DMV Information Request**
Complete the Information Requested sections indicated with a checked box
- **Fingerprints**

Anyone who applies for membership or employment with an EMS agency on or after July 1, 2014 must be fingerprinted and provide personal descriptive information to be forwarded by the Office of EMS along with their fingerprints through the Central Criminal Records Exchange (CCRE) of the Virginia State Police to the Federal Bureau of Investigation, for the purpose of conducting a state and national criminal history check. Here is the link for additional information on this process: <http://www.vdh.virginia.gov/OEMS/Agency/RegCompliance/CriminalHistoryRecord.htm>

Please come by the Fire, Rescue & Emergency Management administrative office and ask for the training assistant who can assist you with this process. Fingerprinting is done by the Spotsylvania Sheriff's Department **Monday – Friday from 1300 – 1530 hrs.**

We are also enclosing the following documents for your information and use:

- **Job Description**
- **Pay & Holiday Calendar**

Feel free to return these documents via FAX at (540) 507-7296 or give us a call at (540) 507-7290 should you have additional questions or comments.

Enclosures

rev: 04/03/17