



Affordable Engineering Services, Inc
- High Quality, Quick Response, Low Cost -
 Test Engineering, Reliability/Safety, Circuit Design, Software
 Design, QA, Logistics

**AFFORDABLE ENGINEERING SERVICES,
 Inc (AES)**

FORM

**New Hire
 Orientation Checklist**

INSTRUCTIONS. This form is to be completed by all new employees at time of in-processing.

EMPLOYEE INFORMATION

Employee's Name (Last, First, MI) _____
 AES Work Site _____

Employee ID # _____
 Hire Date _____

The following section contains checklists of information provided, or forms required, for all employees. Some information and forms may not be applicable to Part-time employees and are so noted. All forms must be completed on or before date of hire unless otherwise indicated. Please check the blocks as appropriate to indicate your receipt and/or submission of the items listed.

Employment Forms – Required for all employees, full- and part-time

- Position Description reviewed and signed
- I-9 Employment Authorization Verification (must be completed within 3 days of start date)
- Post Offer Voluntary Self-Identification Form
- Form W-4, Federal payroll tax withholding form
- State payroll tax withholding form
- Nondisclosure Certification and Acknowledgement Form
- Personal Data Form
- Authorization Agreement for Automatic Direct Deposit

Employee Acknowledgement:

I understand that it is my responsibility to keep current of all AES policies and procedures. I understand that as a condition of my employment that I am fully responsible for compliance with all AES policies, procedures, and practices, and that violation of same may result in disciplinary action, including termination of employment. This document does not alter the at-will employment policy of AES. Further, I acknowledge that I have been informed of AES's Harassment Policy, and I understand that:

- (1) Every employee has the right to work in an environment free from harassment and discrimination;
- (2) I have a responsibility not to engage in behaviors that constitute harassment or discrimination;
- (3) If I feel I am being harassed or observe other such situations, I must immediately report this to the HR Director; and
- (4) As a supervisor or manager, I am responsible for preventing all forms of discrimination and harassment including sexual harassment in the workplace and for taking prompt, effective action if I know or have reason to know of harassment in the workplace.

I have been informed that should I have questions or need additional clarification of any AES policy, procedure, form, or practice, that I may contact the HR Team, at 619-522-9800, or via email at info@affordableservices.com

EMPLOYEE SIGNATURE

 Employee Signature

 Date