



New Employee Packet Instructions

Welcome and thank you for your service to County Line United Methodist Church! Enclosed are a few forms that need to be completed before the end of your **first day of employment**. **Links to the requested documents can be found at: <http://www.countylineumc.org/staff.html>** Please read and follow all instructions.

- **Application and/or Resume** for desired position
- **Authorization** for background check
- **W-4** (Please be sure to include your Social Security number, enter your name as it appears on your Social Security card, indicate the total number of allowances, and sign the form.)
- **G-4** (Please be sure to include your Social Security number, indicate the total number of allowances, and sign the form.)
- **I-9** (Please complete and sign **page 7 only** and provide documents from **page 9**. If a document is chosen from "List B," it **MUST be a picture ID**.)
- Please provide acceptable forms of identification as spelled out in the I-9 instructions. A copy will be made of these documents.
- After completing and signing all forms, please place them back in the envelope, and return the packet to your supervisor or the Church office.

County Line United Methodist Church
1183 County Line Road NW
Acworth, GA 30101
(770) 428-0511

In addition, we want to inform you that we participate in the Federal and Georgia mandated E-Verify programs. For more information, please see the employment information posted in each of the three buildings on the church campus.

Again, thank you for your immediate attention to this packet.