

New Hire Paperwork List by Position

Store Manager

*Personnel Action Request Form
Employment Application
W-4
State Withholding Form
I-9 Form
Employee Acknowledgement Form
Job Description - (Store Mgr. & Cashier)
Pallet Jack Form
Dress Code
Retail Employee Policies and Guide
Cashier Agreement*

Assistant Store Manager

*Personnel Action Request Form
Employment Application
W-4
State Withholding Form
I-9 Form
Employee Acknowledgement Form
Job Description - (Assistant Store Mgr. & Cashier)
Pallet Jack Form
Dress Code
Retail Employee Policies and Guide
Cashier Agreement*

Front End Manager

*Personnel Action Request Form
Employment Application
W-4
State Withholding Form
I-9 Form
Employee Acknowledgement Form
Job Description - (Front-End Mgr. & Cashier)
Pallet Jack Form
Dress Code
Cashier Agreement
Tobacco Compliance Sheet (KY Stores ONLY)
Retail Employee Policies and Guide*

Meat Manager

*Personnel Action Request Form
Employment Application
W-4
State Withholding Form
I-9 Form
Employee Acknowledgement Form
Job Description
Pallet Jack Form
Dress Code
Meat Safety Sheet
Retail Employee Policies and Guide*

Assistant Meat Manager

*Personnel Action Request Form
Employment Application
W-4
State Withholding Form
I-9 Form
Employee Acknowledgement Form
Job Description - (Meat Cutter & Cashier)
Pallet Jack Form
Dress Code
Meat Safety Sheet
Retail Employee Policies and Guide*

Cooler Manager

*Personnel Action Request Form
Employment Application
W-4
State Withholding Form
I-9 Form
Employee Acknowledgement Form
Job Description
Pallet Jack Form
Dress Code
Retail Employee Policies and Guide*

Head Stocker

Personnel Action Request Form
Employment Application
W-4
State Withholding Form
I-9 Form
Employee Acknowledgement Form
Job Description - (Head Stocker & Cashier)
Pallet Jack Form
Dress Code
Retail Employee Policies and Guide
Cashier Agreement

Tobacco Store Manager

Personnel Action Request Form
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W-4
State Withholding Form
I-9 Form
Employee Acknowledgement Form
Job Description- (Tobacco Mgr. & Cashier)
Pallet Jack Form
Dress Code
Cashier Agreement
Tobacco Compliance Sheet (KY Stores ONLY)
Retail Employee Policies and Guide

Management Trainee

Personnel Action Request Form
Employment Application
W-4
State Withholding Form
I-9 Form
Employee Acknowledgement Form
Job Description - (Asst. Mgr. & Cashier)
Pallet Jack Form
Dress Code
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Assistant Tobacco Store Manager

Personnel Action Request Form
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W-4
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Employee Acknowledgement Form
Job Description-(Asst. Tobacco Mgr. & Cashier)
Pallet Jack Form
Dress Code
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Meat Cutter

Personnel Action Request Form
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Meat Wrapper

Personnel Action Request Form
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[Produce Manager](#)

Personnel Action Request Form
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[Meat Clerk](#)

Personnel Action Request Form
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[Crew Leader](#)

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Employee Acknowledgement Form
Job Description - (Crew Leader & Cashier)
Pallet Jack Form
Dress Code
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[Stocker](#)

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[Produce Clerk](#)

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[Tobacco Clerk](#)

Personnel Action Request Form
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Employee Acknowledgement Form
Job Description- (Tobacco Clerk & Cashier)
Pallet Jack Form
Dress Code
Cashier Agreement
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[Cashier](#)

Personnel Action Request Form

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I-9 Form

Employee Acknowledgement Form

Job Description

Pallet Jack Form

Dress Code

Cashier Agreement

Tobacco Compliance Sheet (KY Stores ONLY)

Retail Employee Policies and Guide