



New Employee Checklist

Team Member

Team Member Name: _____

Store #: 087

SECTION 1

To be completed by New Employee

- Employment Application
- Team Member Information Sheet
- I-9 and supporting documents
- W-4
- Employee Withholding Exemption Certificate GA
- Employee Acknowledgement of Receipt – Team Member

SECTION 2

To be completed by Restaurant General Manager

- The Restaurant General Manager portion of the Team Member Information Sheet
- Copy of Social Security card and I-9 documents
- New Employee Checklist

SECTION 3

To be read and retained by New Employee

- Job Preview: Team Member
- Anti-Discrimination and Anti-Harassment Guideline
- Qdoba Mexican Grill Employee Handbook

MANAGER: WHEN PROCESSING HAS BEEN COMPLETED, IMMEDIATELY:

1. Fax the W-4 and Team Member Information Sheet to the home office (866) 350-1075
2. Mail all forms in Sections 1 and 2 to the home office.

Manager's Name (printed): _____

Manager's Signature: _____