

New Hire/Rehire Document List

NYU Hospital Center New Hire Documents

1. Consent and Disclosure and Questionnaire (Background check)
2. NYU Application for Employment (HS/Faculty Questionnaire)
3. W-4 (Federal Tax form) and IT-2104 (NY State Tax Form)
4. Addendum Letter
5. Confidentiality Agreement
6. Patent Agreement
7. Drug Free Workplace Attestation Form
8. Benefit Enrollment Form
9. Medial Waiver Form
10. Beneficiary Form
11. I-9 (Employment Eligibility) – only if Personal leave is greater than 1 year.

Bellevue New Hire Documents

1. Employee Withholding Allowance Certificate (W-4)
2. Employee History Card (Yellow Card)
3. Personal Data form (HHC 733)
4. Physician Agreement Form
5. HCC Employment Application
6. Health Benefits Enrollment (if Leave is more than 6 months)