

*Ensure you have the information and forms you need for hiring, discipline, and taxation issues*

The forms and instructions in this kit guide you through the human resource legal process.

**This kit answers questions about:**

- Hiring Employees
- Government forms
- Handling employees
- Employee rights
- Federal Taxes

**Legal Forms Included:**

- Application for Employment
- Consent to Release Employment Information
- Employee Contract
- Independent Contractor Agreement
- Employee Confidentiality Agreement
- Employee Patents & Inventions Agreement
- Agreement not to Compete
- Application for Employer Identification Number
- Job Description Form
- Personnel Form
- Employee Performance Review Form
- Employee Absence Report Form
- Employee Warning Notice
- Family and Medical Leave Form

