

NEW HIRES

All Bay County Library System new hires must have the following documents on file at the Administrative Office: job application, social security number, copy of their birth certificate, income tax withholding forms, copy of their high school diploma or GED if applicable, college transcript if applicable, I-9 form to verify U.S. citizen status, the Michigan New Hire form, a copy of the job description and posting, a change of status form, and a Bay County Retirement System form, if applicable. Full time employees must also have complete insurance information. If the position is one contained within a bargaining unit, employees must comply with membership requirements. Employees under the age of 18 must have a work permit on file before beginning work.