Congratulations and welcome to Mount Vernon Nazarene University. We are delighted that you will be joining our community! Your role will be critical in fulfilling the mission of MVNU in shaping lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

This packet includes all of the necessary paperwork to create your new employee file. You will find the following forms enclosed:

* Employment Information Form
* Federal I-9 (You complete section 1, HR will complete section 2)
* Instructions for completing an I9 with an Authorized Representative (if you do not live close to MVNU)
* Form W-4
* Ohio IT-4
* Direct Deposit Authorization
* Lifestyle and Christian Covenant Commitment
* Prior Service Credit Form
* TIAA Retirement Form and Explanation (if applicable)
  + MVNU’s default is to establish an account for MVNU and employee contributions unless you sign the form to opt out.

You will also receive a link to submit a background check via our background check company, Intellicorp. This link is a more secure way to submit your information rather than a paper form.

The I-9 form is a U.S. Citizenship and Immigration Services (USCIS) form used for employment eligibility verification. On page two of the I-9 document, it details the various types of identification that are acceptable. You ***must*** have either a document from list A or a document from list B ***and*** list C. We ***cannot*** accept photocopies or pictures of the documents, and we *must* have them by your start date, or you cannot work. If where you live is too far to bring the documents to us, please see the document titled “Instructions for Completing an I9 with an Authorized Representative”. If you need to see complete I-9 instructions, they can be found online: <https://www.uscis.gov/i-9>, click on “Instructions for I-9” to see all 8 pages, or we have copies in our office we can make available to you.

Please feel free to contact us if you have any questions while you are completing the forms. Again, congratulations on your new position here at MVNU. We are pleased to have you as a member of our team!

The Office of Human Resources

Mount Vernon Nazarene University

800 Martinsburg Road

Mount Vernon, Ohio 43050-9500

humanresources@mvnu.edu

740-397-9000, ext. 4405