



PLEASE BRING THE FOLLOWING DOCUMENTS WITH YOU

ON YOUR FIRST DAY OF EMPLOYMENT

Failure to bring these documents will result in a delay in your ability to start. Questions regarding the contents of this new hire packet should be sent to universityrelations.us@volvo.com.

Document Name	Details
Confidentiality Acknowledgement Form	
Policy Acknowledgement Form	
Standards of Business Conduct Form	
Badge Request Form	Please complete ONLY the following fields: Employee Name, Emergency Contact, and Signature.
Parking Permit Application	Please complete this form ONLY if you have a vehicle
Change of Address	Please complete this form with your physical address for the summer. <u>YOUR FIRST PAYCHECK WILL BE MAILED TO THE ADDRESS INCLUDED ON YOUR HR INFORMATION WORKSHEET IF YOU DO NOT COMPLETE THIS FORM.</u> Please include your apt./suite # if applicable.