

Employment Eligibility Verification (Form I-9)

Form I-9: Section 1

Employee Information and Attestation

+ Correct

- This section is filled out correctly.

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>					
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Names Used (if any)		
Smith	John	A.	N/A		
Address (Street Number and Name)	Apt. Number	City or Town	State	Zip Code	
123 Main Street	N/A	Honolulu	HI	96848	
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	E-mail Address		Telephone Number	
12/01/2001	123 - 45 - 6789	jsmith@generic.com		(808) 123-4567	

⊘ Incorrect

- Any blank space should have "N/A"
- Birthdate has to follow the format mm/dd/yyyy
- No P.O. Box must provide home address.

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>					
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Names Used (if any)		
Smith	John	A.			
Address (Street Number and Name)	Apt. Number	City or Town	State	Zip Code	
P.O. Box 123		Honolulu	HI	96848	
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	E-mail Address		Telephone Number	
12/1/01	123 - 45 - 6789				

Signature of Employee

+ Correct

Signature of Employee:	Date (mm/dd/yyyy): 04/06/2015
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⊘ Incorrect

- Make sure the signature date follows the date format mm/dd/yyyy.

Signature of Employee:	Date (mm/dd/yyyy): 4/6/15
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