

## Form I-9 Employment Verification

Form I-9 is used to verify identity and employment authorization of individuals hired for employment in the United States. All employee's onboarding for work with Vangst GIGs need to complete an I-9 and have the I-9 verified within their first 3 days of employment. The I-9 is completed in partnership with your local Vangst GIGs Customer Success Onboarding Team.

### Instructions

Our Customer Success Onboarding Team will provide you a Form I-9 during your in-person onboarding set-up.

You (the employee) will need to complete Section 1 of the Form I-9 on your first day of employment, or prior to your first day of employment. A Vangst Customer Success Onboarding Team will view your [approved forms of ID](#) in person, retain photocopies of the documents, confirm the information is correct and carefully complete all required information in Section 2. Employers will often instruct the agent to quickly review Section 1 in order to confirm the information is correct, request original documents from the list of acceptable documents and carefully complete all required information in Section 2.

If your I-9 is rejected, you will need to re-submit your Form I-9 to the Vangst Customer Success Onboarding Team the following day.

Failure to not re-submit your Form I-9 the following day will result in immediate termination of the employment agreement.



