DOCUMENTATION CHECKLIST

***Please note, these items are to be turned in prior to your start date.***

☐ Signed Offer Letter_______________________

☐ Education Verification Form_________________
   ☐ Diploma/GED____________________________

☐ Criminal History Authorization Form____________

☐ Reference Form________________________

☐ Licenses and Certifications (if applicable):  
   ☐ License______________________________
   ☐ Certification________________________
   ☐ AHA Cards___________________________

☐ Signed I9 Form________________________
   ☐ I9 Documents________________________

☐ Self-Study Packet____________________
   ☐ StartWise Test
   ☐ Acknowledgement Form
   ☐ Substance Abuse Policy
   ☐ Confidentiality Statement

☐ Self Identification/ OFCCP Forms
   ☐ OFCCP Form________________________
   ☐ Voluntary Self-Identification Form________

☐ Payroll Forms (All three are to be submitted together at the payroll kiosk, located in the HR lobby)
   ☐ W4______________________________
   ☐ G4______________________________
   ☐ Direct Deposit____________________

I understand these items are to be submitted to Human Resources prior to my start date, _________________. I understand that if these items are not submitted, it will delay my start date.

Employee Signature: ___________________________________ Date: ___________________

HR Representative: ___________________________________ Date: ___________________