



## **Employee Documents Checklist**

*(Please turn in all documents to the Site Director)*

\_\_\_ Application

\_\_\_ Acknowledgement of Rules and Standards

\_\_\_ 3 Letters of Reference

\_\_\_ Physician Letter

\_\_\_ W-9

\_\_\_ Direct Deposit Form

\_\_\_ Copy of most recent diploma

\_\_\_ Employee Contract (if given)

\_\_\_ Non- Disclosure Agreement

\_\_\_ Background Check Completed (18 and older)

\*See fingerprinting procedures