



REQUIRED EMPLOYMENT DOCUMENTS CHECKLIST

1. Employment Application
2. Resume (Ensure that your resume is updated with relevant work experience, education, and skills)
3. High School Diploma
4. Social Security Card
5. I-9 (Independent Contractor) or W4 (employee)
6. Background Screening (Level II, Good Moral Character, Local)
7. Direct Deposit Form (Print out from your bank)
8. Driver's License (Provide copies of government-issued identification)
9. Car Insurance (Current / active)
10. Car Registration (Current / active)
11. Completion of ALL Training (Train.org and American Red Cross)

Cultivating Positive Change