

## HIRING PROCESS CHECKLIST

### **Employment Application and Resume**

---

Employee Application -----  
 Resume -----

### **Employment Eligibility**

---

I-9 (Employment Eligibility Verification) -----  
 Driver's License or Government Issued ID Card -----  
 Social Security Card -----  
 Passport / Permanent Resident Card -----

### **Qualifications / Certifications**

---

Professional License (s) -----  
 NPI # -----  
 EI Training Certificates (10 hours) -----  
 Sexual Harassment Training Certificate -----  
 Mandated Reporter Training Certificate -----  
 Infection Control Certificate -----

### **Professional Liability Insurance**

---

Malpractice Insurance (\$3M+) -----  
 -----

### **Background Checks**

---

SCR Clearance (Child Abuse and Maltreatment) -----  
 DOI Fingerprinting (Criminal) -----

### **Medical Clearance**

---

Annual Medical (MMR, PPD, Tdap and Varicella) -----  
 DOH Letter (1099 Employees) -----

### **Final Documents**

---

Employment Agreement -----  
 W4 or W9 -----  
 Emergency Contact Form -----