

## **New Hire Requirements**

1. **Job Application** - Completed Application
2. **Medical Physical** – Use your doctor or ours
3. **Abuse/Neglect Acknowledgement** – read pamphlet and sign acknowledging that you have read it completely
4. **Abuse/Neglect Statement** – read pamphlet and sign statement
5. **Pre-Hire Reference Check** – should already be completed before hire
6. **Personal References** – (3) Fill out the top section with your name, put their name on it with their phone number and we will contact them.
7. **Sheriff Check** – We will have that completed before your employment starts.
8. **Fingerprint Card** – Take form to the Sheriff's office to be completed, there is a \$5.00 fee to complete. If employment is terminated within the probationary period, there will be a \$38.00 processing charge deducted from your last pay.
9. **W-4** – Complete with the number of exemptions etc.
10. **Form I-9** – Copy of driver's license and social security card for us to copy.
11. **Affidavit of Good Character** – Look over the form and sign back where it applies to you (we will notarize it here).
12. **Diploma/Degree** – copy of high school diploma or GED and any other degrees you may have
13. **CPR/First Aid** – These certifications are required of all direct care staff workers. If already certified, furnish us with proof of certification cards, or complete training classes before employment begins.
14. **Job Description of Direct Care Staff**
15. **Contact information form**
16. **Anchor House Procedure and Handbook** – sign and return pages 1-4 acknowledging that you received, read and understands the contents.

I have been given the proper forms, as noted above and read this explanation of what is required prior to employment. I understand the consequences for not completing all of the requirements.

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New Employee Signature