



GOOD SHEPHERD FOUNDATION

Application and Orientation Forms and Documentation Checklist

The following forms must be completed for an applicant to be considered for services:

- Information Sheet
- Emergency Contact Form
- Medication and Allergy Form
- Copy of most recent diagnosis from a doctor of your medical facility
- Physical Exam – filled out and signed by your doctor

The following forms must be completed at orientation:

- Emergency Information Sheet
- Client Rules
- Absences and Termination Agreement
- Publicity Permission Form
- Consent to Release Confidential Information
- W-4 Tax Form
- G-4 Tax Form
- I-9 Tax Form

The following documentation must be provided prior to first day of services

- Copy of CURRENT State or Federal ID. (*Please check the expiration date.*)
- Copy of Social Security Card or Birth Certificate

Please note that all documentation must be completed prior to a client receiving services. A two-week grace period is given between the client orientation and client start date for all paperwork to be completed and returned. Should a client surpass the grace period services are no longer guaranteed and the client's space may be given to the next individual on the waiting list.