

NEW STAFF – NEEDS LIST

The following forms must be completed, signed, dated, and provided to JBB Healthcare immediately upon hire:

- ☐ Level 1 Fingerprint Clearance Card, front & back
- ☐ Driver's License, front & back
- ☐ Social Security, card front & back
- ☐ NOTARIZED: Criminal History Self-Disclosure Affidavit

New Hire Packet of forms:

- ☐ A-4
- ☐ W-4
- ☐ ADP Employee Information Form
- ☐ Direct Deposit Authorization Form
- ☐ I-9 Form
- ☐ JBB Employment Application
- ☐ JBB Driver/Non-Driver Statement ☐ Request copy of current proof of insurance and ☐ current car registration for JBB Driver Form
- ☐ JBB Policy on Working Overtime
- ☐ JBB Staff Member Orientation
- ☐ JBB Weekly Timesheet Template

ITEMS REQUIRED WITHIN 90 DAYS OF EMPLOYMENT

- ☐ Article 9 Certification
- ☐ Prevention & Support Certification
- ☐ First Aid & CPR Certification