

APPLICATION/NEW HIRE CHECKLIST

(All items must be placed in the employee's personnel records)

PRE-EMPLOYMENT ORIENTATION

1. **Application completed (includes):**
- **Application Form and Addendum** _____
 - **Verification of Licensure/Certification** _____
 - **Resume with Experience and List of Competencies** _____
 - **I-9 Documents (work authorization, if required, photo ID)*** _____
 - **Health screening (TB, Hepatitis B, Physicals) results*** _____
 - **Satisfactory BCI /FBI Background Check *** _____
 - **Reference Check** _____
 - **Valid Georgia Driver's License** _____
 - **CPR Certificate** _____
 - **Other:** _____

My signature below verifies that I have received all the required documents to complete my application, that I have participated in the above orientation session and received all information required to carry out my duties for the position for which I was hired.

Employee Printed Name

Signature

Date

Staff Printed Name

Signature

Date