

Things Needed

(Employment/Practicum/Internship/Volunteer)

Resume

Certifications/Licenses

Fill Out Job Application

3 Professional References

Transcripts (*Official*), unofficial is good temporarily

MHP Employee Checklist Reviewed and signed

MHP Job Description & Qualifications

CPR/First Aid training (*Within 2 years*)

CPI Training (*Annually*)

Attachment 3 & 5

Central Registry Form

Offer Letter

Direct Deposit Form (*Paid Employees*)

I-9 Form filled out (*Paid Employees*)

W-4 filled out (*Paid Employees*)

Form VA-4 (*Paid Employees*)

POTL Orientation Checklist Completed

TB Screen/Test (*Within 1 year*)

Recent Driving Record (*Annually*)

Recent Proof of Insurance (*Current*)