

## Employee Background Checklist

The following is a list of all the required documentation that needs to be submitted as part of the Company Certification Process. Please be aware that incomplete packages will delay the hiring process.

### Required Documentation:

1. \_\_\_ Completed Employee Application.
2. \_\_\_ Employee Supplemental Background Information Form.
3. \_\_\_ Background Investigation Report.
4. \_\_\_ Original Fingerprint Cards.
5. \_\_\_ Signed and dated Authorization to Release Information.
6. \_\_\_ Copy of Driver's License or ID Card.

### Additional Documentation if it is available:

1. \_\_\_ Copy of the job applicant's current tax return.
2. \_\_\_ If the applicant was born outside of the United States...proof of US employment eligibility.

Please notify the applicant that additional background information may be required in the near future.