**ACUMEN EMPLOYEE APPLICATION CHECK-LIST:**

Paperwork errors are the most common reason for delay in the employment process. Please review the completed application packet carefully. And, use this checklist to get your employee started as soon as possible!

\_\_ Form I-9, Employment Eligibility Verification

\_\_ Copy of Driver’s License OR Passport OR Birth certificate

\_\_ Copy of Social Security Card

\_\_ Family Care Safety Registry form for background screening. Acumen will pay the fee.

\_\_ State and Federal Tax forms (W4)

\_\_ Pay Rate form

\_\_ Direct deposit form, VOIDED check, or bank letter with account number and routing number

\_\_ High School diploma or transcript, College diploma or transcript, or GED

\_\_ Abuse and Neglect Certification (Cannot be exempt)

 https://dmh.mo.gov/media/pdf/abuse-and-neglect-self-registration

\_\_ First Aid Certification (Cannot be exempt for MEDICAL PA)

\_\_ CPR Certification (Cannot be exempt for MEDICAL PA)

\_\_ Med Administration Training (Cannot be exempt for MEDICAL PA, if meds are administered)

\_\_ Behavior Intervention Crisis Management Training (If required by employer)

\_\_ Behavior Intervention-Positive Behavior Supports Training (If required by employer)