

Please use the following checklist to help ensure that you are returning the documents we need before we can place you on assignment.

Forms

- Application for Employment, **make sure you sign this in all applicable locations.**
- Employment Eligibility Verification (Federal Form I-9)
 - **Appropriate Identification MUST be returned with your I-9**
 - Copies of Document(s) which Evidence Work Eligibility
 - Please refer to Page 3 of Form I-9 (Lists of Acceptable Documents)
- Form W-4...State Withholding Form (if applicable)
- Direct Deposit Form and Voided Check (Paychex)
 - If direct deposit form is not returned, checks will be mailed to the address on your W-4.
- Assigned Employee Agreement
- Job Specification Form
- Authorization for Background Investigation

Copies

- Copy of your pharmacist license(s)
- Proof of malpractice insurance - we recommend hpsso.com or pharmacistsmutual.com if you need to obtain liability insurance.
- Copy of your resume (optional)

For Your Information (Does Not Need Returned)

Polices and Procedures Regarding Harassment in the Workplace

Once you have assembled the above documents please fax them to (720) 921-0208 or (720) 221-0909.

If you have any questions regarding paperwork, do not hesitate to call your recruiter. Our toll free number is (866) 941-7199.