



## **New Associate Checklist**

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

- Application for Employment
- Federal Form I-9
- 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
  - If direct deposit form is not returned, checks will be mailed to the address on your W-4.
- Copy of technician certification (if applicable)
- Assigned employee agreement
- Copy of your resume
- Three or more peer or supervisor references
- Authorization to Conduct Criminal Background Check

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

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