

ASANPEE CARE, INC.

Belton Home, Princess Home, Chamberlain Home, and Stephany Home

New Hire Checklist

If an item identified below is not applicable to a new employee, please write N/A over the checkbox.

Provide to the employee and review for completion:

- Employment Application
- Authorization and Release for Reference Checks (Require 3)
- Driver's Clearance Form
- Employment Applicant Consent and Disclosure
- Consent for Fingerprinting Background Checks
- Denial of Criminal History
- I-9 Employment Eligibility Form (Must be kept in separate file)
- Conditional Job Offer
- Job Description
- At-Will Status of Employment
- Agreement to Notify Employer of Arraignment or Conviction
- Confidentiality Statement
- Employee Driving and Auto Policy Statement
- Employee Request Not to Participate in Treatment
- Ethical Practices Agreement
- Rights of the Persons Served
- Substance Use and Screening Policy Statement
- Vaccination Declination Form
- Trading Partner Agreement
- Asanpee & Redeem Personnel Handbook
- Payroll Deduction Consent
- Employee Acknowledgement of Personnel Handbook

- Federal W-4
- State W-4

Employee must provide copies and/or proof of the following:

- 2 forms of Identification
 - Driver's License or Michigan State Identification Card
 - Social Security Card
- Local Police Report
- High School Diploma or GED
- Resume
- Undergraduate and/or Graduate Transcripts and/or Degree
- Copy of applicable credentials and/or licensure
- Proof of vehicle registration
- Proof of auto insurance
- CPR/First Aid Training
- Recipient Rights Training
- Recent Physical Exam
- Tuberculosis (TB) Test