

WOLVERINE HUMAN SERVICES
PRELIMINARY FILE CHECK LIST

NAME: _____ DATE: _____

ALL INFORMATION IS REQUIRED AND MUST BE COMPLETED BEFORE HIRE.

_____ APPLICATION

_____ RESUME

_____ CONDITIONAL JOB OFFER

_____ REFERENCE LETTERS (3)

Letter must be dated within last year and include an address, telephone number, and signature.

_____ DHS CENTRAL REGISTRY CLEARANCE

_____ DRIVING RECORD CHECK

\$11 payroll deduction -You must have a good driving record.

_____ EMPLOYMENT ELIGIBILITY FORM

Bring driver's license and social security card.

_____ COMPLIANCE WITH CHILD PROTECTION LAW

Read the Law.

_____ PHYSICAL

Take authorization to Ascension Occupational Health Services.

_____ TB TEST

You must have a negative TB to start employment. If you are given a TB test at Ascension Occupational Health Center, you will need to return to Ascension after 48 hours but no later than 72 hours to have the results checked and documented.

_____ TRANSCRIPTS & DIPLOMA (and DEGREE)

_____ CHAUFFEUR'S LICENSE

A Chauffeur's license test is given at the Secretary of State's office. You may wish to request a booklet first to review the questions.

_____ PROOF OF INSURANCE

Bring in proof of insurance reflecting coverage of 100,000/300,000 combined bodily injury coverage.

_____ BENEFIT INFORMATION

Bring the birth dates and social security numbers of any spouse or children that will be covered through your medical benefits.