



EMPLOYEE CHECKLIST

Before we can refer you to any assignments, please make sure that you have all pertinent information.

- Employment Eligibility Verification (I-9)
- Copy of Social Security Card.
- Copy of current driver's license.
- Current W-4 form.
- Please sign policy statements and return 1 copy to us.
- Direct Deposit Authorization form.
- Copy of X-Ray and/or EFDA certification and/or WA registration.
- Copy of current Hygiene license or Dental License.
- Copy of current Healthcare Provider card (CPR/BLS card).
- Resume and references.
- Hepatitis B Virus Record
- Measles/Mumps/Rubella (MMR) and Varicella Vaccine Records
- Last TB check

Contact us if you have any questions or concerns regarding the requested information.

Thank you,

Dental Ink

