



## Application Check List

Employee Name \_\_\_\_\_

### General

- Employment Application
- W-4 – Federal Tax Withholding
- A-4 – Arizona Tax Withholding
- I-9 – Employment Eligibility Verification
- Driver's License
- Social Security Card (or alternate: i.e., pass port, green card)
- Confidentiality Agreement
- Criminal Record Self-Disclosure Signed and Notarized
- Policy Manual Receipt
- 3** References
- Driving Waiver
- Proof of Vehicle Registration
- Proof of Insurance

Notes: \_\_\_\_\_

### Certifications:

- CPR
- First Aid
- Fingerprint Clearance Card
- Article 9

Notes: \_\_\_\_\_

### Optional:

- Direct deposit form and voided check
- Most recent pay stub from previous agency  
(if requesting equal wage)
- Other documentation to verify wage qualifications (if necessary)

Notes: \_\_\_\_\_



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