

List of Documents to Bring on First Day of New Employee Orientation (N.E.O.)

PROOF OF ELIGIBILITY TO WORK IN THE UNITED STATES. Please provide **ONLY** one of the following:

- Social Security Card (must be signed and Name and Numbers must be legible)
- US Passport (must be current)
- US Birth Certificate (Information must be legible)
- Military Picture ID
- Permit to work in USA/Green Card (must be current)
- Citizenship Certification (Information must be legible)

There might be other documents that you can provide. Please inquiry with HR department if you are not able to provide one of the above.

DRIVING/INSURANCE INFORMATION

- Proof of Auto Liability Insurance (must be current)
- Arizona Driver's License (must be active)
- Driving records for the last 39 months. If out of state, please provide a copy of the letter sent to that state requesting your records. Records for the state of Arizona can be obtained at any branch of the Department of Motor Vehicles or Online at www.azdot.gov. (Copy from D.M.V. Website is acceptable)

REFERENCES

- 3 Business references (*Name, Address, Email & Phone Number*)
- 3 Letters of reference (*Master's Degree ONLY. Must be different from the other references*)

HEALTH (\$15 charge for health/TB, deducted from 1st check if done with us during training)

- 1) Health statement from a physician stating you are in "good health and free of any communicable diseases.
- 2) Injection TB test

DEGREES

- Highest Completed Degree (Diploma or Transcripts. (*Official or Unofficial copies are accepted. Graduation Date and Degree must be included.*).

FINGERPRINT CLEARANCE CARD **

- Department of Public Safety (Class 1) * (must be active)

CERTIFICATES (*must be current & meet A New Leaf standards*). Can be completed at New Hire Orientation)

- 1) First Aid *
- 2) C.P.R. *
- 3) C.P.I.*

PLEASE NOTE: Only original documents will be accepted unless otherwise noted.