



2700 E. Dublin Granville Road Ste 10 Columbus Ohio 43231

DOCUMENTS FOR EMPLOYEE FILE

No	Name of documents	Proof of evidence
1	Application form	Filled out form
2	Proof of right to work in the US	Copy of US passport, pass card. Green card
3	Social Security	Copy of SS card
4	Driver License	Copy of Drive License
5	Car Insurance	Copy of Insurance
6	Education diploma	Copy of certificate (s)
7	Background Check (BCI)	BCI -document
8	Abuser Registry Annual Notice	
9	CPR	CPR card
10	First Aid	First Aid card
11	Med Cert 1	Copy of certificate