CIVITAN FOUNDATION

CAMP CIVITAN
Promoting Lifelong Fun Adventures for the Developmentally Disabled Since 1968

Pre-Service Agreement

I, _____ understand that the following criteria must be met either prior to employment or within scheduled training time.

1. Pre-Service Agreement
2. Application
3. Three References – bring to interview
4. Job Description
5. Copy of Driver's License – bring to interview (2 copies on separate pages)
6. Copy of Social Security Card – bring to interview (2 copies on separate pages)
7. Motor Vehicle Report (last 3 years) – bring to interview
8. Automobile Insurance Card & Automobile Registration – bring to interview (1 copy on 1 sheet)
9. Fingerprint Clearance Card – bring or call office to set up an appointment
10. Form I-9 – employee section completed (1 page)
11. Criminal Record Disclosure – ***NOTARIZED*** – bring to interview (1 page)
12. Tax – Federal W-4 & AZ A-4 form (2 pages)
13. Direct Deposit Form – completed at interview
14. HCBS Prohibited Practices
15. HCBS Pre-Service Questionnaire
16. Training
    - Article 9 _____
    - Policy & Procedures _____
    - CPR & First Aid _____
    - CIT I & II _____

Applicant Signature: _____ Date: _____

Employer Signature: _____ Date: _____