**HR MAILING**

STAFF NAME:

Date scanned: Date/mailed or dropped off:

Who scanned: Who mailed/dropped off:

**PRIOR TO HR ORIENTATION**

**ITEMS COLLECTED BY REGIONAL DIRECTOR AND SCANNED/EMAILED TO** **HR@peerstarllc.com****:**

\_\_\_\_\_ 2 Forms of Identification Driver’s license /Social Security Card/Passport/Birth Certificate Official

Date

\_\_\_\_\_ Education High school diploma/transcripts/transcripts for GED/ College Diploma- Degree (if Applicable

Date

\_\_\_\_\_ Direct Deposit Voided blank check or if you use a check card- written account verification from

Date financial institution with account and routing number and name on it on financial institution letterhead, a print copy of the name of the card with the account information provided

\_\_\_\_\_ 2 Letters of Recommendation and explanation of charges if record exists or under review

Date

**ITEMS NEEDED NO LATER THAN THE SECOND DAY OF RD ORIENTATION**

**COLLECTED BY REGIONAL DIRECTOR AND SCANNED/EMAILED TO** **HR@peerstarllc.com:**\_

\_\_\_\_ Original FBI clearance- Mailed to you directly bring original and receipt of completion I need the

Date original front and back you may keep a copy

\_\_\_\_\_ Original Child Abuse clearance you may keep a copy

Date

\_\_\_\_\_ Original CPS certificate- given upon graduation give to RD, if Already Certified reach out to training Date vendor for copy.

\_\_\_\_\_ PCB Certificate or PCB Notarized Initial Application completed with vendor certificate or Recertification Date with trainings documented

**HR RECEIVED:**

**If discrepancy, contact Director ASAP**