



Items to Bring for Job Placement

- 1) Valid Driver's License (used as verification for driving clients)
- 2) Auto Insurance Policy (used as verification for driving clients)
- 3) Acceptable Documents for Verifying Employment Authorization and Identity (see list below)
- 4) Original Social Security Card (used for payroll)
- 5) Employment History (employer, dates, phone numbers, supervisor)
- 6) Three Professional References
- 7) Copy of Certifications (i.e. CNA, HHA, CPR)
- 8) Proof of Negative Tuberculosis (TB) Test Result
 - new to home care: test must be less than 90 days old
 - transferring from another agency: test must be less than 2 year old
 - positive skin test must include a negative chest x-ray.
- 9) Home Care Aid Registry PERS ID #
- 10) Voided Check - Optional (used for direct deposit)



Acceptable Documents for Verifying Employment Authorization and Identity

The following documents have been designated as acceptable for Form I-9 to establish an employee's employment authorization and identity.

To establish both identity and employment authorization, a person must present to his or her employer a document or combination of documents, if applicable, **one document from List A**, which shows both identity and employment authorization; or **one document from List B**, which shows only identity, **and one document from List C**, which shows only employment authorization.

LIST A:

Documents That Establish Both Identity and Employment Authorization

All documents must be unexpired.

1. U.S. Passport or Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)
4. Employment Authorization Document (Card) that contains a photograph (Form I-766)
5. For a non-immigrant alien authorized to work for a specific employer because of his or her status,
 - a. Foreign passport; and
 - b. Form I-94 or Form I-94A that has the following:
 - (1) the same as the passport;
and
 - (2) an endorsement of the alien's non-immigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating non-immigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

OR List B and C



LIST B: Documents That Establish Identity

All documents must be unexpired.

1. Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

AND

LIST C: Documents That Establish Employment Authorization

All documents must be unexpired.

1. A Social Security Account Number card unless the card includes one of the following restrictions:
 - (1) NOT VALID FOR EMPLOYMENT
 - (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
 - (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION NOTE
2. Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen Identification Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security