



"We are your personal in-home concierge"

EMPLOYMENT CHECKLIST

<i>Bring to Interview (signed and dated)</i>	
TECS Application	
TECS Job Description	
TECS Cell phone policy	
TECS Smoking/Drugs/Alcohol policy	
TECS Confidentiality form	
TECS Policy & Procedures	
TECS Employee Reference Form	
TECS Authority for Release of Information	
TECS Non-Compete agreement	
Social Security Card (photocopy)	
NC Driver's License (photocopy)	
<i>Required for employment</i>	
TB Skin Test (photocopy)	
CPR certificate (photocopy)	
Employee Acknowledgements (handbook)	
TECS 1099 contract agreement & worksheet	
Federal W-9 form	
OFFICE USE	
NC Registry	
Background check	
Drug Test results	